

Wilkes-Barre/Scranton International Airport-AVP Avoca, Pennsylvania

**The Counties of Lackawanna & Luzerne
Invite Applications for Executive Director**



**Wilkes-Barre/Scranton
International
Airport**

Executive Search Services Provided by ADK Consulting & Executive Search



THE AIRPORT

The Wilkes-Barre/Scranton International Airport is owned and operated by the Counties of Lackawanna and Luzerne in the Commonwealth of Pennsylvania. The Airport is a jointly owned entity of Luzerne and Lackawanna counties controlled by six (6) Board Members: three from Lackawanna County and three from Luzerne County who preside as the Bi-County Airport Board.

The airport is in Avoca, Pennsylvania, near the border of Luzerne County and Lackawanna County, midway between Wilkes-Barre and Scranton. It is the fifth largest airport in Pennsylvania measured by passenger boarding and is known as "your gateway to Northeastern Pennsylvania and the Pocono Mountains". AVP offers area travelers approximately 30 daily arrivals and departures to seven non-stop

destinations, with one-stop service to hundreds of destinations worldwide. Air service is provided by the following airlines: Allegiant (Orlando-Sanford); Delta Connection (Atlanta and Detroit); United (Chicago-O'Hare and Newark); and US Airways Express (Charlotte and Philadelphia). Other significant operators include FBO Aviation Technologies, several car rental agencies, U.S. Customs and a life flight helicopter.

New Terminal - The first passengers strolled into the Joseph M. McDade Terminal Building on May 25, 2006, and the Wilkes-Barre/Scranton International Airport stepped into a new era.

The \$41.5 million structure made of steel, stone and glass replaces the 47-year-old terminal next to it. At about 131,000 square feet, the Joseph M. McDade Terminal Building is about 70% larger than the old one, which opened in 1959, and was renovated in 1982 and 1991. The larger facility is designed to handle 360,000 or more departing passengers each year.

The terminal is the last piece in a total makeover of the Airport. New roads, a surface parking lot and a four-level parking garage were completed in 2003, bringing the total cost of the project to \$80 million. The Airport's co-owners, Lackawanna and Luzerne Counties, each paid approximately \$4.25 million. The rest came from federal and state funding.

The most recent capital improvements include a new general aviation apron completed in the spring of 2013, a 1,000' Taxiway Extension which is in the design phase, and a fuel farm expansion which is in the construction phase. For the 12-month period ending December 31, 2013, the airport had 38,841 aircraft operations and 217,943 enplanements. AVP's 48 employees oversee an operations budget for the current fiscal year of \$5,499,715.

The airport covers 905 acres and has two asphalt runways:
Runway 4-22 is 7,501 ft. x 150 ft. and Runway 10-28 is 4,300 ft. x 150 ft.



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Besides regional airline flights, the airport has had many celebrity visitors. Air Force One has landed with Bill Clinton, George W. Bush and Barack Obama for fundraisers and campaign trips throughout northeastern Pennsylvania. A charter plane carrying Hillary Clinton used the airport during her presidential campaign in 2008. In August 2013, Obama and Scranton native Vice President Joe Biden visited the region.



THE COMMUNITY

The Northeast Pennsylvania area is rich with history, culture and things to do. When you're in Scranton and Wilkes-Barre, you never know who might take the field, as the New York Yankees' AAA Affiliate, the Scranton/Wilkes-Barre RailRiders, play ball at PNC Field. High above the diamond, Montage Mountain Water Park will cool you off, while concerts and music festivals heat up The Pavilion at Montage Mountain. Take a trip 300 feet beneath the surface of the earth to tour a coal mine at the Lackawanna County Coal Mine Tour, board a trolley at the Electric City Trolley Station and Museum, or check out America's largest collection of steam locomotives at Steamtown National Historic Site.

Scranton is the seventh most populous city in the state. It is located about 10 minutes north of the Wilkes-Barre/Scranton International Airport (AVP). The city grew vigorously in the late 19th and early 20th centuries as a capital of coal mining and railroads, which were vital to the expanding industry in this part of the country. In recent years, property values have increased as Scranton is gaining employers and investment. Scranton is host to many architecturally interesting buildings from the early 1900s, most notably the county courthouse located in the middle of Central City.

For outdoor enthusiasts, the Lackawanna State Park is located approximately fifteen minutes away from Scranton in Lackawanna County. The park has facilities for camping, boating, canoe/kayak rental, a swimming pool, and walking/hiking trails. Visitors and residents alike also enjoy Sno Mountain. Once known as Montage Mountain, Sno Mountain offers a wide range of winter and off season attractions and activities: Ski, Snowboard, Zip Ride, Tubing, Golf, Batting Cages, Water Slides, and a Lazy River in addition to other fun and family friendly attractions. McDade Park is in West Scranton. It has become one of the city's top leisure destinations offering many different types of activities for visitors to enjoy. McDade Park has a fishing pond (stocked regularly), an Olympic size swimming pool with bath houses, basketball and tennis courts, two baseball fields, a pavilion, playgrounds, outdoor picnic areas with charcoal grills, open fields and rolling hills and a 1.8 mile cross county or walking trail, and The Lackawanna Coal Mining Tour and the Pennsylvania Anthracite Heritage Museum. McDade Park is spread out over 200+ acres of land, with free admission.



THE COMMUNITY *(Luzerne County)*

Wilkes-Barre is the county seat of Luzerne County. It is at the center of the Wyoming Valley area and is the 13th largest city in the Commonwealth of Pennsylvania. It is one of the principal cities in the Scranton–Wilkes-Barre–Hazleton, PA Metropolitan Statistical Area. Wilkes-Barre and the surrounding Wyoming Valley are framed by the Pocono Mountains to the east, the Endless Mountains to the west and the Lehigh Valley to the south. The Susquehanna River flows through the center of the valley and defines the northwestern border of the city.

Founded in 1770, this former coal town along the scenic Susquehanna River is an outdoor enthusiast's paradise for kayaking, whitewater rafting and hiking an extensive system of hiking/biking trails. Four state parks and numerous ski areas make this a popular destination. Enjoy gaming at **Mohegan Sun** at Pocono Downs, take in a minor-league Pittsburgh Penguins hockey game and watch the Railriders baseball team at PNC Field. The arts are an important part of Wilkes-Barre, with a Third Friday Artwalk and two large galleries, the Marquis and the Sordoni. The Fine Arts Fiesta will celebrate its 60th anniversary in 2015, with a juried show, demonstrations and performances. Luzerne County is home to several major colleges and universities, including two Penn State campuses.

The Pocono Mountains - With 2,400 square miles encompassing northeast Pennsylvania's Carbon, Monroe, Pike and Wayne counties, the Pocono Mountains region is home to rolling mountain terrain, breathtakingly beautiful waterfalls, thriving woodlands and 170 miles of winding rivers. Winters offer guests the opportunity to ski, snowboard, snow tube and even snowshoe their way through snowy wonderlands encompassing over 163 ski trails, while summers also cater to the active traveler allowing exploration of 261 miles of hiking and biking trails, over 35 golf courses, whitewater rafting, boating, fishing and open access to nine state and two national parks.

Bike through the gorge or navigate some single track. Feel your adrenaline rush as you raft down the rapids. Hike into nearly unexplored territory. Experience

the wonder of a clear-bottom kayak. Test your lure as you catch largemouth bass, rainbow trout, walleye and countless other fish in our lakes and rivers. Whatever adventure you are looking for, the Pocono Mountains will help answer nature's call.

Any time of year is a good time to visit the Pocono Mountains, located less than an hour's drive from Scranton and Wilkes-Barre. This region teeming with history offers year-round cultural tours and art exhibitions, abundant antiquing and brand-name shopping and a full calendar of festivals showcasing the heritage, music and food of the Pocono Mountains. Winter, spring, summer, or fall the Pocono Mountains offers fun for all ages.



JOB DESCRIPTION

The Executive Director plans, oversees, manages and directs all activities of the Wilkes Barre/Scranton International Airport and reports directly to the Airport Governing Board. Responsibilities include working with the Assistant Airport Director and various department directors to manage and direct the financial, business, security, land, planning, construction, operations, marketing, and related functions of the Airport. The Executive Director must have knowledge of FAA Regulations related to Airport operations, DHS/TSA Regulations related to Airport security, and grant programs related to Airport operations, capital improvements and security. **The Executive Director:**

- Oversees implementation of policies established by the Airport Board.
- Provides the Airport board with regular reports covering the activities, financial condition and operation of the Airport.
- Oversees all financial affairs of the Airport including planning, ensuring that revenue is maximized and the financial status of the Airport is properly reported; directs the use of grants and other sources of funding to meet the capital and operational needs of the Airport; oversees budget preparation and administration.
- Investigates, attracts and promotes new and viable revenue sources for the Airport.
- Oversees all business affairs for the Airport including negotiation of concession and tenant leases, administration of vendor contracts and management of insurance needs.
- Represents and promotes the Airport to a wide variety of audiences including employees, customers, governmental entities and officials, regulating agencies, citizens' groups, the business and financial community as well as the general public.
- Supervises the work of the staff in carrying out the duties of the administration, maintenance, and public safety departments as well as general operations; provides for staff training and professional development; leads the negotiation of collective bargaining agreements, works with management and labor attorneys.
- Leads air service development efforts to include community marketing and presenting data to senior airline management officials for the purpose of expanding and attracting commercial air service.
- Prepares Airport Board meeting agendas, keeping official minutes and records of Airport Board actions and resolutions.
- Prepares, implements, and manages operation and capital budgets, formulating short and long range capital improvement programs in accordance with County, State, and Federal regulations/requirements.
- Directs the Airport Master Planning process and implements the Airport Master Plan including capital and large scale construction projects.
- Ensures the proper maintenance of all Airport property.
- Ensures the proper and timely inspection of required systems and maintenance of all operations, security, and Airport certification manuals.



THE IDEAL CANDIDATE

The Ideal Candidate must have an undergraduate degree from an accredited college or university in airport management, business administration or related field; a graduate degree is preferred. Also required is a minimum of five years related experience in a senior management position at a commercial aviation airport and a minimum of three years at the number one or two senior position. The successful candidate must have the ability to obtain A.A.E. Accreditation within two years.

COMPENSATION & BENEFITS

The salary range for the Executive Director is \$100,000-\$130,000 with an excellent benefit package. Relocation negotiable.



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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 who have worked for you and those you have worked for. Include your working relationship to them. Send to ADK Executive Search at: AVP@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 of AVP?
2. Describe your experience in working with and within the local business community.
3. Air Service Development is a top priority for AVP. What Air Service Development experience do you have that would be a benefit to us if selected as our new Executive Director?
4. 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 Sunday, August 17, 2014.

Email questions to

AVP@adkexecutivesearch.com.