



FLYBUR
Hollywood Burbank Airport

The Burbank-Glendale-Pasadena Airport Authority
Invites Applications for
Deputy Executive Director, Planning & Development

Hollywood Burbank Airport (BUR)

Burbank, California

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

Hollywood Burbank Airport (BUR) is a public airport three miles northwest of downtown Burbank, in Los Angeles County, California. The airport serves the northern Greater Los Angeles area, including Glendale, Pasadena, and the San Fernando Valley. BUR is the only airport in the area with a direct rail connection to downtown Los Angeles.

Located on 550 acres, BUR is the closest L.A.-area airport to the majority of L.A.'s most popular tourist destinations, as well as attractions in nearby Glendale and Pasadena.

The airport is owned by the Burbank-Glendale-Pasadena Airport Authority, controlled by the governments of those cities. The Airport Authority contracts with TBI Airport Management, Inc. to operate the airport. The Burbank-Glendale-Pasadena Airport Authority is a separate government agency created under a joint powers agreement between the three cities of Burbank, Glendale, and Pasadena in 1977 for the sole purpose of owning and operating the Hollywood Burbank Airport.

The mission of the Airport Authority is to provide state-of-the-art regional airport facilities and related services which are efficient, safe, convenient, and user-friendly, while being a good neighbor.

The Authority consists of nine Commissioners, three from each city. The Commissioners from each city are appointed by their city council.

BUR is served by six commercial airlines: Alaska, American, Delta, JetBlue, Southwest, and United. BUR also has two on-site fixed-base operators (FBOs), Million Air Burbank and Atlantic Aviation. Cargo carriers include FedEx and UPS. BUR has two terminals, A and B, from which all commercial airlines operate. Both terminals have a combined number of 14 gates, with nine gates in Terminal A and five gates in Terminal B.





The Airport *(continued)*

BUR offers a variety of on-site services and amenities for passengers, including complimentary services for passengers with disabilities. The Airport is served by eleven on-site rental car companies, all located in the Regional Intermodal Transportation Center (RITC). BurbankBus and Metro Bus provide service on the ground level of the Regional Intermodal Transportation Center (RITC), and Amtrak and Metrolink both stop at the Airport Train Station. Local hotels also provide complimentary shuttle service from the shuttle island in front of the terminal.

BUR serves 3.8 million passengers each year and handles 112.5 million pounds of cargo. There are approximately 118,543 total aircraft operations.

2014 saw the opening of the Regional Intermodal Transportation Center (RITC), a \$122 million project. Currently, Hollywood Burbank Airport is working with the Burbank community and neighboring cities to build a safer, 14-gate replacement terminal that is farther from the runways and meets current earthquake design standards, with the same convenience and easy access that Burbank residents and all air travelers now enjoy while providing new amenities typically available in modern terminals – at no cost to the Burbank taxpayers. The Airport will maintain the same number of gates (14) as well as its efforts to protect neighboring communities.

Capital budget amount for fiscal year 2016 = \$14,475,000. The next two fiscal years will significantly increase due to runway rehabilitation projects, and the continuing efforts towards a replacement terminal. The Operational budget for fiscal year 2016 is \$39.9 million.

There are 119 employees at BUR, 48 represented and 71 non represented.

The Community

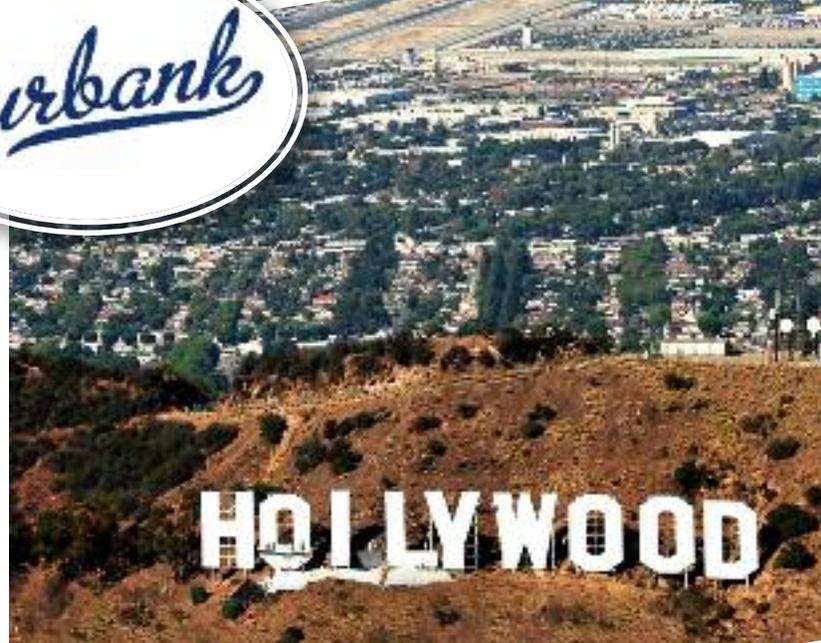
Burbank, Glendale, Pasadena, and Los Angeles

Hollywood Burbank Airport is surrounded by four of the most well-known cities in Southern California: Burbank, Glendale, Pasadena, and Los Angeles. Located in the northern part of Los Angeles County, the Airport is easily accessible from all four cities by freeway, bus, or train, and is the closest airport in the L.A. Basin to many of the region's most popular attractions.

If you're looking for a great place to raise a family, the Burbank, Glendale, and Pasadena Unified School Districts have received national recognition for their academic achievements, rigorous curricula, and outstanding teachers. The three cities are also home to several well-regarded community colleges and four-year universities, including Glendale Community College, Pasadena Community College, Woodbury University in Burbank, and the California Institute of Technology in Pasadena. The University of California Los Angeles and the University of Southern California are also less than an hour's drive away.

The region also offers plenty of family-friendly excursions. The area's professional and college sports teams play their home games at the Rose Bowl Stadium, Dodger Stadium, and Staples Center—all less than a 30-minute drive from the Airport, so it's easy to catch a game after work. The Norton Simon Museum, the Huntington Library and Botanical Gardens, the Autry, the Getty Center, the Natural History Museum of Los Angeles, and the California Academy of Sciences feature exhibits that include everything from Native American art and greater Los Angeles history to models of dinosaur skeletons and the Endeavour Space Shuttle.

If you're interested in Hollywood glamour, Burbank is the Media Capital of the World and home to both Warner Bros. and Disney, with Universal Studios and the brand-new Wizarding World of Harry Potter just a 12-minute drive away in Universal City. Some of the world's favorite films and television shows are shot on location at Warner Bros., and you can be part of the action when you attend a taping or take a studio tour. On any given day, you could glimpse a movie star at one of Burbank's 170 diverse restaurants and cafes, shop at a vintage boutique in the picturesque and highly walkable Magnolia Park district, or stop by one of the city's informal classic car shows at Bob's Big Boy.





The Community *(continued)*

World-class shopping and dining also abounds in Glendale. Combined, the Glendale Galleria and the Americana at Brand offer more than 50 restaurants, with options ranging from fine dining to fast food, and over 200 stores, including high-end boutiques devoted to brands such as kate spade, Calvin Klein, and Diane von Furstenberg, as well as department stores such as Nordstrom, Bloomingdale's, and JCPenney. Glendale's also one of the ten safest cities in the United States among cities with populations between 100,000 and 500,000.



Pasadena is an arts, culture, and history hotspot, with more restaurants per capita than New York City. Sunset Magazine declared it the "Best Arts Town of the West," and the city was featured in the January 2015 edition of Better Homes and Gardens. Over 10 percent of Pasadena is historically designated, with notable sites such as the Gamble House, City Hall, and the Colorado Street Bridge serving as testaments to early 1900s architectural style. The city is also home to the Pasadena

Playhouse, the official State Theater of California and a national historic landmark, and Vroman's Bookstore, the oldest independent bookstore in California.

In addition to great shopping, dining, and schools, other perks of the region include proximity to multiple transit systems that extend across Southern California. You can catch the Amtrak Pacific Surfliner at the Bob Hope Airport Train Station and take a trip as far north as San Luis Obispo or as far south as San Diego. The BurbankBus connects the Airport and Burbank to the North Hollywood Red Line Station, where you can take an express Metro Bus to Glendale and Pasadena or where you can ride the Metro Red Line train, which connects to the larger Metro Los Angeles subway system. Metrolink trains also stop at stations in Burbank—including the Airport station—Glendale, Pasadena, Los Angeles, and Orange County. It's never been easier to take the train to the plane!





The Position

The incumbent will serve as Deputy Executive Director overseeing maintenance, engineering, environmental, planning, design and construction services reporting to the Senior Deputy Executive Director. The Deputy Executive Director has oversight and supervision of the airport engineer with responsibility for planning, engineering, design, design management, construction management, program management and document controls. In a leadership role, direct the development and implementation of the Airport's current fiscal year Capital Construction Plan, and update the four (4) year look-ahead Capital Plan. Responsible for oversight of planning, scheduling, design, construction and project close out of all engineering designated capital projects in accordance with the governing regulatory and funding agencies [Burbank-Glendale-Pasadena Airport Authority (BGPAA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), City of Burbank, City of Los Angeles, County of Los Angeles].

Responsible for selection and oversight of outside consultants (architects, engineers, specialty consultants) providing services on capital projects being managed by the engineering department. Responsible for oversight of general contractors, trade contractors, and/or design-builders entities engaged in construction services as part of the execution of the Airport's Capital Construction Plan. Manage, monitor and assure that all engineering project deliverables comply with all governing code requirements, FAA advisory circulars and directives; are consistent with the Airport's Design Standards or Performance Specifications, and adhere to applicable Code(s) of Federal Regulations ("CFRs"), FAA requirements; TSA regulatory requirements, and/or City of Burbank and Los Angeles regulatory requirements or project specific Conditions of Approval. Supervise engineering department staff.

Additional Responsibilities Include:

- Oversight of the development and/or refinement of the "Airport's Safety Program (Capital Projects)" – so that Safety FIRST remains paramount and is administered appropriately.
- Oversight and supervision of Maintenance, Engineering, Planning, Design and Construction Services Department staff (Airport Planner, Discipline Engineer, Construction Manager(s), Project Coordinator(s) and Construction Field Supervisor(s), and Administrative-Document Controls).
- Oversight of the labor management agreement between TBI Airport Management, Inc. and International Union of Operating Engineers (Local 501). Participation in labor union negotiations, grievance and arbitration proceedings.
- Developing project budgets and completion time lines, and manage projects project execution to those budgets and timelines.
- Oversight of the development of goals, objectives, policies and procedures relative to Environmental, Noise and the Residential Acoustical Treatment Program.

For a full job description, [click here](#).



The ideal candidate will display:

1. **TEAMWORK** – shows commitment to the team's purpose and goals.
2. **INITIATIVE** – generates ideas for improvement.
3. **MOTIVATION** – displays energy and enthusiasm to approaching the job.
4. **PLANNING AND ORGANIZING** – plans and organizes tasks effectively.
5. **COMMUNICATION** – expresses ideas effectively, listens actively.
6. **INTEGRITY** – adheres to policies and procedures, applicable laws, codes and regulations.
7. **INTERPERSONAL SKILLS** – promotes a productive culture by valuing individuals.
8. **ACCOUNTABILITY** – willingness to accept full responsibility in meeting expectations.

Position Preferences

Candidates must have a Bachelor's Degree in Airport Management or a related field applicable to this assignment and ten (10) years of applicable airport industry experience including oversight of capital projects within the public sector. Candidates will have demonstrated increasing levels of responsibility for medium or large projects preferably including terminal construction or expansion and supervising multi-functional groups.

Salary & Compensation

The salary for this position is \$190,000 DOE with an attractive range of benefits.

How to Apply

A. Please submit, both a **cover letter and résumé. We require your files to be submitted as PDF documents.** We prefer that you send both your cover letter and resume as one combined document. Please do not send your cover letter in the body of an email. Send your **PDF** files to ADK Executive Search at:

BUR@adkexecutivesearch.com

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

Filing Deadline: Monday, April 24, 2017

Only complete electronic submissions will be considered.

Email questions to: **BUR@adkexecutivesearch.com**

