

Bishop International Airport

Flint, Michigan

**The Bishop International
Airport Authority invites
applications for
Airport Director**



Bishop International Airport • FNT

Executive Search Services Provided by ADK Executive Search



THE AIRPORT

Bishop International Airport is a commercial service and general aviation airport located in Flint, Michigan. It is named after banker and General Motors Board Member Arthur Giles Bishop. The airport is owned and operated by Bishop International Airport Authority (BIAA) which is governed by a Board of Directors comprised of nine members who are appointed to three-year terms. The Mayor of the City of Flint and the Genesee County Board of Commissioners make the board appointments on an annual basis. The Airport Director reports directly to the Board.

In 2013, FNT's enplanements were 397,088 making it the third busiest airport in Michigan. The airport is currently served by several passenger airlines: Southwest Airlines, Delta Air Lines, (and affiliates), United Airlines and American Airlines. Additionally, Federal Express operates cargo services out of the airport. Servicing the airlines and general aviation is fixed-base operator, AvFlight.

Bishop International Airport covers 1,550 acres and has two runways. The airport is located in Genesee County, approximately 60 miles north of Detroit, surrounded by Flint Township and Mundy Township.

For 2014, the operational budget is \$10,660,675 and the Capital Budget (non-AIP) is \$531,713. Bishop Airport employs 53 people, of which 45 belong to a union. A \$24 million Terminal Renovation and Expansion Project was completed in 2012. That same year, a Terminal Ramp Rehabilitation Project was also completed. During 2013, a Taxiway A/T-hangar Area Rehabilitation Project was finished.

Upcoming capital improvement projects include Deicing Pad Improvements, Obstruction Analysis and Removal, Avigation Easements and Exhibit A Update. A Runway Rehab Project and the second phase of the Terminal Ramp Rehabilitation are scheduled for 2015.

Bishop International Airport was awarded Michigan Airport of the Year by the Michigan Department of Transportation Office of Aeronautics. It was recognized for its safety and expansion projects.



FLINT, MICHIGAN

Flint & Genesee offers one of the most dynamic combinations of town and country to be found across the Great Lakes. This diverse area ranges from rich farmland to downtown nightlife, with a collection of college campuses, the quaint villages and towns that so many call home, our Genesee County Parks, the Flint Cultural Center, and the southern hillsides dotted with lakes making Flint and Genesee the kind of place where making a better life is our way of life. Our communities boast an invigorated workforce, solid transportation network, and the Mid-west's most impressive collection of arts and cultural amenities.

Our area is home to many new medical research facilities where discoveries are taking place every day. It is supported by state-of-the-art engineering that's pushing the frontiers of our automotive and medical technology. The students at our many colleges and universities make us one of the fastest growing educational communities in North America.

Flint & Genesee extends for 639 square miles and includes 33 cities, townships and villages, with Flint as the largest urban center. A drive from east to west or north to south reveals a diverse mixture of small towns and communities, school districts, large and small businesses, many nonprofit organizations and a deep caring for community.

The community connection has created a web of dynamic partnerships between local businesses and educators, as well as economic development experts and tourism professionals. The county's strong manufacturing base, paired with the knowledge economy, has helped build a coalition for regional economic success. These relationships, which help fuel a sense of community and interdependence, are the foundation for a bright future in Genesee County.



RECREATION

With 639 square miles of land in Genesee County, we enjoy flatlands filled with Michigan's largest county park system. A total of 21 parks boast more than 11,000 acres of woods, rivers, lakes, trails, beaches and campgrounds. It's like coming to a fun park that's filled with more than rides.

We enjoy golfing on pristine greens, inspiring art galleries, enriching museums, horse racing, professional hockey, skiing and so much more.

Every year we host The Crim Festival of Races, Back to the Bricks, The Warrior Dash, Bikes on the Bricks, the Renaissance Festival and more.

The places and qualities bringing pleasure to life for those spending time in Flint & Genesee are countless. It's a place where real people discover real opportunities.



HELPFUL LINKS:

- [Bishop International Airport](#)
- [City of Flint, Michigan](#)
- [Convention and Visitors Bureau](#)
- [Flint Township](#)



INFRASTRUCTURE

Our world-class infrastructure is evident by our new \$33 million intermodal freight center at Bishop International Airport. This facility has the capacity to handle in excess of 60 million pounds of freight annually.

The confluence of three major highways, I-75, US 23 and I-69 (the NAFTA/International Trade Corridor), connect to the United States, Canada and Mexico. Nearly 70% of U.S. imports to Canada travel by truck on I-69.

The intersection of continental and intercontinental railways, CSX and CN, provides area companies with rail access to points across the U.S. and Canada. In addition, the Mid-Michigan Foreign Trade Zone permits businesses to lower expenses and increase profits through import-export activities.

COLLEGES & UNIVERSITIES

Flint & Genesee is home to multiple institutes of higher learning, including two colleges, four universities and eight satellite campuses. As a growing education center, we are proud of the impressive centers of academic excellence and the many successful graduates who have earned degrees and started careers in the region. Take a look at our higher education institutions:

- Baker College of Flint: www.baker.edu
- Cleary University: www.cleary.edu
- Davenport University: www.davenport.edu
- ITT Technical Institute: www.itt-tech.edu
- Kettering University: www.kettering.edu
- Mott Community College: www.mcc.edu
- University of Michigan-Flint: www.umflint.edu

ARTS & CULTURE:

Flint is home to the expanse of the Flint Cultural Center. It includes The Whiting, Longway Planetarium, Sloan Museum, Flint Youth Theatre, Flint Institute of Arts, Flint Institute of Music and the Buick Automotive Gallery. The Flint Cultural Center campus provides area residents with an array of cultural, scientific and artistic experiences. They promote understanding of the diverse cultures reflected in the Greater Flint community. The Center is a major educational resource, as well as a welcoming and inclusive community center. The Flint Cultural Center is a model for how the arts, sciences and humanities can work collectively to create synergy among constituent institutions. It acts as a community catalyst, working with other organizations, individuals and agencies all of which strengthen local and regional economic development, cultural understanding, and widespread support for the arts, sciences and humanities.



JOB DESCRIPTION

The Airport Director is accountable to the BIAA Board for carrying out his/her duties and will possess a demonstrated track record in interacting and cooperating with a policy board. The Airport Director will administer all aeronautic activities according to policies established by the BIAA and will plan, coordinate, direct and be responsible for all activities associated with the operation of Bishop International Airport and related economic development activities. As part of his/her essential duties, the Airport Director will:

- Lead all aspects of staffing, strategic and long-term planning, airport asset management, financial management, stakeholder relations, safety, security, customer service and infrastructure planning and preservation;
- Prepare and monitor the operating and capital budgets, measure performance against these budgets to include identifying means to optimize revenues and operate efficiently;
- Plan and administer an ongoing Capital Improvement Program (CIP) for improvements/enhancements to the Bishop International Airport that optimizes the use of federal and state grants, including compliance with applicable grant assurances;
- Assist the BIAA in its duties relative to policy setting and long-term planning;
- Direct and participate in the negotiation and management of real estate transactions, airport tenant leases, concession contracts, and professional service agreements;
- Coordinate all aviation-governmental related activities and represent the airport in discussions with the FAA and the Michigan State Aeronautics Commission;
- Identify and implement new business opportunities;
- Oversee marketing and community relations and outreach activities;
- Conduct studies and make recommendations concerning legislation affecting aviation;
- Exercise supervision over employees and develop, formulate and administer personnel policies and procedures that ensure the safe and effective operation of the airport including maintaining positive relationships with the union and non-union workforce.

THE IDEAL CANDIDATE

The Ideal Candidate for the position of Airport Director will have the knowledge of:

- Aeronautics and aviation principles;
- Airport construction and maintenance requirements;
- Federal, state and local rules and regulations regarding traffic control, airport management and mass transportation.

The successful candidate will have the ability to develop, interpret, analyze and administrate airport policies and procedures. Applicants will possess the ability to plan long and short term programs and introduce and implement the principles of scientific management in all phases of aeronautical activity. Further, the Airport Director must be adept at creating and sustaining excellent relationships with all stakeholders including customers, airport tenants, businesses, governmental entities, and both union and non-union staff.



JOB REQUIREMENTS

To be considered, candidates must have a Bachelor's Degree in Airport Management, Business Administration, Public Administration or a related field, five years of airport management experience, and ten years of experience in aviation-related positions. Candidates will have demonstrated extensive and varied airport administration experience with strong leadership skills having an emphasis on strategic planning, large-scale capital improvement projects, financial management, lease negotiations and community relations. A.A.E. accreditation is desirable.

SALARY AND BENEFITS

Annual salary range is \$140,000 - \$180,000. A full range of benefits include: Health, Dental, and Vision Insurance, Short Term and Long Term Disability, Life Insurance, Optional 457 Deferred Compensation Plan, 20% of annual salary in a 401(a) plan to be fully vested at five years, Retirement Health Savings Plan, relocation expenses, and vehicle.

HOW TO APPLY

A. Please submit, in PDF format, a cover letter, resume, and a minimum of five professional airport references. The references should be diversified and include at least one individual who you have worked directly for and one individual who has reported directly to you. Include their contact information (email and telephone number) and specify your working relationship with them. Send to ADK Executive Search at: FNT@adkexecutivesearch.com

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

1. What is the size of airports/facilities and communities you have served including the operating budgets, capital improvement budgets, and staff you have managed? Relate your experience to that of FNT.
2. Air Service Development is a top priority for the Authority. Share your air service development experience and successes.
3. Describe your experience working with and/or negotiating with collective bargaining units within your organization or as contractors or business partners.
4. Why do you feel that this position at Bishop International Airport is right for you?

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



Filing Deadline: April 20, 2014

Only complete electronic submissions will be considered.

Email Questions to: FNT@adkexecutivesearch.com to the attention of Linda Frankl, A.A.E.