

# Fort Wayne International Airport Fort Wayne, Indiana (FWA)



**The Fort Wayne-Allen County  
Airport Authority Invites Applications for  
Director of Operations & Facilities**



**Fort Wayne-Allen County  
Airport Authority**

*Executive Search Services Provided by ADK Consulting & Executive Search*





## THE AIRPORT

Fort Wayne International Airport (FWA) and Smith Field (SMD) are owned and operated by the Fort Wayne-Allen County Airport Authority. This is an independent authority with total autonomy from local government. There are 54 full time positions and 39 part time/seasonal positions. The 2014 operating budget is \$11.7 million with a capital budget of nearly \$14.3 million. Over 590,000 passengers utilized FWA in 2013 and the annual airport operations figure was over 36,000.

Future capital improvement projects at FWA include reconstruction of the car rental parking lot, development of a new FBO facility, new U.S. Customs facility, multi-phase runway & taxiway re-construction project and hangar development.

The Authority is self-funded and derives its operating revenue from a variety of airport user-related fees and local property tax revenues. SMD is located on the city's North side and serves the area's general aviation needs.

The Authority is responsible for the day-to-day operations and long term planning for both airports. It is governed by a 6-member Board of Directors that sets policy, approves the budget and hires the airport's Executive Director. The Executive Director is responsible for all additional hiring. The Board is comprised of 3 members appointed by the Mayor of Ft. Wayne and 3 members appointed by the Commissioners of Allen County.

FWA currently has 4 airlines – Allegiant, American, Delta, and United – serving 12 non-stop markets: Atlanta, Chicago, Dallas-Ft. Worth, Detroit, Minneapolis, Myrtle Beach (seasonal), Orlando, Phoenix, Punta Gorda, Tampa-St. Petersburg, Philadelphia, and Charlotte (starting October 2014). Most markets, both domestic and international, may be reached from FWA through convenient one stop connections via the airlines' individual hubs. FWA is also the home of the Indiana Air National Guard 122nd Tactical Fighter Wing and is served by Federal Express and UPS. The FBO at FWA is Atlantic Aviation and the Authority self-performs FBO services at SMD.

### Links of Interest:

- [Fort Wayne-Allen County Airport Authority](#)
- [Greater Fort Wayne, Inc.](#)
- [City of Fort Wayne](#)
- [Allen County](#)
- [Northeast Indiana Regional Partnership](#)



## ABOUT THE AREA

As of 2013, Fort Wayne had an estimated population of approximately 254,000 and is the second largest city in Indiana. So what does Fort Wayne have to offer? The website [www.findyourspot.com](http://www.findyourspot.com) says Fort Wayne is a “choice” town. Since we could not say it any better, we quote them: In the northeast corner of Indiana, not far from the Michigan border and a stone’s throw from Ohio, lays Fort Wayne. This choice town has earned the All-America City Award and the prestigious City of Livability Award, and it is easy to see why. Fort Wayne is an unassuming town, made special by its exceptionally high quality of life. Wonderful opportunities exist in education, employment, arts, and recreation. These, plus a comfortable climate, excellent medical care, secure environment, and a low price tag on everything the city has to offer make Fort Wayne a truly appealing place.

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**Fort Wayne  
has been an  
All-America City  
Award recipient  
in 1982, 1998,  
and 2009.**

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Fort Wayne’s strong economy is grounded in its origins as a farming community, but today jobs in manufacturing, electronics, education, insurance, and medical services are also plentiful.

Educational opportunities are rich and varied, particularly for postsecondary schooling, and students can choose from a liberal arts education, training in the health care industry, or anything in between. Arts United of Greater Fort Wayne ensures that residents and visitors have the opportunity to enjoy arts and culture, whether they choose the symphony, ballet, civic theater, art museum, or historical society.

Recreational activities also abound at the city’s 87 public parks and at facilities where pro teams compete in basketball, baseball, and hockey. A four-season climate gives locals great opportunities to enjoy their favorite sports, whether it’s gliding across the ice at a city rink or splashing in the water at a public pool.

In addition, residents have access to five top-notch hospitals, with state-of-the-art heart and cancer centers. All this combined with a cost of living that ranks consistently below the national average, and it’s easy to see why the beautiful, green neighborhoods and progressive business climate of Fort Wayne continues to win awards and attract newcomers. This is truly one of the greatest cities in America.





### ABOUT THE AREA *(continued)*

For a fun outing, visit the Children's Zoo. Your family will love 38 acres of animals, rides, and beautifully landscaped grounds. Don't miss the African Journey, featuring lions, hyenas, and monkeys. You can even hand-feed giraffes! Ride the Sky Safari, trek through the Indonesian Rain Forest, say hello to orangutans or sharks. See why the zoo has been voted Indiana's #1 Summer Attraction.

For theatre lovers, the historic Embassy Theatre hosts acclaimed traveling shows each year, as well as top-notch Fort Wayne performing groups. From touring Broadway show productions to Civic Theatre productions and First Presbyterian Theater productions, Fort Wayne is set to host a lively theater season. Fort Wayne is also home to the year-round Fort Wayne Philharmonic, acclaimed Fort Wayne Ballet, touring concerts and more.



#### Things to Do Links:

- [Convention & Visitors Bureau](#)
- [Fort Wayne Museum of Art](#)
- [The Phil-Fort Wayne Philharmonic](#)
- [Children's Zoo](#)
- [Parks & Recreation](#)
- [Fort Wayne Komet Hockey Club](#)
- [Tin Caps Baseball](#)
- [Mad Ants Basketball \(NBA-D League\)](#)
- [IPFW Division I Athletics](#)





## ABOUT THE POSITION

Under general direction of the Executive Director, the Director of Operations and Facilities plans, organizes, and directs the day-to-day activities of all maintenance, operations, engineering, and public safety functions of the Airport Authority for both FWA and SMD. This position coordinates related activities with all tenants, federal, state, local agencies and other related aviation user groups. Functional areas of responsibility include: Custodial Services, Customer Service Agents, Maintenance, Operations, Public Safety and SMD FBO activities/operations.

### The Director of Operations and Facilities:

- Directs a professional staff including Public Safety Department Manager, Maintenance Manager, SMS Manager and Operations Manager.
- Is responsible for the safe and secure operation and maintenance of the runways, taxiways, roads, grounds, and buildings.
- Establishes long-term and annual budget planning for capital improvements and day-to-day operations for both Authority owned and operated airports and related facilities
- Trains, educates, motivates, and supervises each employee in the department in their essential duties and responsibilities to enable successful attainment.
- Establishes and reviews performance standards, sets individual goals and objectives and measures individual performance within the department.
- Supports the organizational leadership by actively seeking out and identifying methods to improve productivity, offer solutions, support organizational goals and objectives by attending and being actively involved in appropriate management meetings and training sessions.
- Manages the airport capital improvement program and monitors and performs management oversight for all major construction projects.
- Maintains and establishes organized programs for both routine and non routine maintenance and oversees the purchase and acquisition of required materials, personnel, and equipment.
- Is responsible for runway condition checks and assessments, the operation of the airports, as well as full compliance as prescribed in the Airport Certification Manual and other state and federal requirements.
- Controls and maintains established airport security policies and procedures in accordance with FAA and TSA regulations and the Airport Master Security Plan.



## ABOUT THE POSITION *(continued)*

- Coordinates with the FAA Air Traffic Control Tower and other related airport stakeholders all activities such as construction, snow removal, and runway and taxiway repair and maintenance and advises the FAA and tenants of airport conditions.
- Manages the airport capital improvement program.
- Is responsible for programs aimed at the training of new personnel assigned to the operation of all airport equipment and radio communication procedures.
- Is responsible for the management and administration of the airport's Public Safety Department, Maintenance Department, and Operations Department.
- Provides oversight for environmental and ADA compliance issues.
- Establishes and maintains liaison with airport tenants.

### The ideal candidate will have knowledge of:

- Strong leadership qualities that include a strategic, visionary orientation; fiscal planning experience; successful interaction with employees and colleagues; and time management skills.
- Management principles and practices as applied to airport operations, maintenance, planning, and facility development.
- Federal Aviation Administration, Transportation Security Administration, and State of Indiana rules and regulations affecting airport operations, maintenance, and construction.
- Airport construction and equipment.
- Federal and state environmental compliance regulations affecting airport operations and planning.

## POSITION REQUIREMENTS

The successful candidate will have a Bachelor's degree in airport or aviation administration, business administration, aeronautical or civil engineering or a related field with more than seven years of progressive, high-level airport management experience at a commercial service airport. Experience needs to show relevance & knowledge in airport operations (landside & airside), safety, customer service, and facility maintenance/operations. Accredited Airport Executive (A.A.E.) designation is desirable.





## SALARY & BENEFITS

The salary range for the Director of Operations & Facilities is \$75,468 - \$120,749, with an excellent benefit package.

## 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 whom 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: [FWA@adkexecutivesearch.com](mailto:FWA@adkexecutivesearch.com)

B. Your submission should include a separate 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? How do these experiences relate to the size and complexity of those at FWA?
2. Why do you think this position at FWA is right for you at this stage in your career?

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. A single pdf file would be appreciated.



Filing deadline: **Closed to new applications**

For any questions regarding this position, email [FWA@adkexecutivesearch.com](mailto:FWA@adkexecutivesearch.com)

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PHOTOS & INFORMATION COURTESY OF:  
Fort Wayne-Allen County Airport Authority