



**Jackson-Medgar Wiley Evers
International Airport (JAN)
and Hawkins Field (HKS)
Jackson, Mississippi**

**Jackson Municipal Airport Authority
Invites Applications for
Chief Executive Officer**



Jackson Municipal Airport Authority

Executive Search Services Provided by ADK Consulting & Executive Search



THE AIRPORT AUTHORITY — The Jackson Municipal Airport Authority: The Vision of JMAA and its employees is to provide exemplary transportation services and facilities at Jackson-Medgar Wiley Evers International Airport and Hawkins Field, and thereby be a catalyst for community and economic development. Their mission is to operate Jackson-Medgar Wiley Evers International Airport and Hawkins Field, and thereby connect its patrons to the worldwide intermodal transportation network.

Jackson–Medgar Wiley Evers International Airport (JAN) is located in Jackson, Mississippi, six miles east of Jackson, across the Pearl River. It serves commercial, private, and military aviation. It is named after Medgar Wiley Evers, the former Mississippi Field Secretary for the NAACP, and is administered by the Jackson Municipal Airport Authority (JMAA), which also oversees aviation activity at Hawkins Field (HKS), a general aviation airport in northwest Jackson.

In March 2011, the Jackson–Medgar Wiley Evers International Airport was ranked the 8th-best airport in a worldwide consumer survey conducted by Airports Council International (ACI). It was the only airport in the United States to be ranked in the top ten.

Aviation in Jackson began in 1928 with the purchase of 151 acres of pasture land in the City of Jackson known then as Davis Field, now known as Hawkins Field. The Jackson–Medgar Wiley Evers International Airport was certificated for commercial operations in 1963.

JMAA employs 112 people between JAN and HKS and has an operational budget for the current Fiscal Year of \$14,288,091. JAN covers 3,381 acres and has two runways: 16L/34R and 16R/34L, each 8,500 x 150 ft. asphalt and HKS has two runways: 11/29 which is 3000 ft. and 16/34 which is 5,385 ft. long.

HKS is supported by an air traffic control tower, a full service FBO and the Mississippi Army National Guard 185th theater aviation brigade has a significant presence on the field. Annual operations are approximately 35,000.

Commercial air service at JAN is enhanced by Atlantic Aviation, and the 172nd Air Lift Wing of the Mississippi Air National Guard. Enplanements for year ending 2013 were 604,789. Both facilities are located within a Free Trade Zone.

Significant operators at JAN include:

- American Airlines
- United Airlines
- Delta Airline
- Five rental car agencies
- UPS Air and UPS Supply Chain Solutions
- Delta Air Cargo

Recently Completed Capital Improvement Projects:

- Passenger Jet Bridges and Support Equipment \$6,000,000
- Rehabilitation of Energy Management System and Emergency Power - \$5,000,000
- Master Plan up dates at HKS and JAN - \$1,000,000
- Pavement Rehabilitation of the East Runway - \$13,000,000

On-going Capital Improvement Projects:

- Stormwater Drainage at JAN - \$5,600,000
- Access Control System - \$19,000,000
- Apron Panel Replacement at JAN \$1,700,000
- Runway Rehabilitation West Runway and Taxiways - \$11,000,000
- Rehabilitation Runway 16/34 at HKS \$4,500,000
- Taxiway Army Guard at HKS \$489,000



Jackson Municipal Airport Authority



THE COMMUNITY

As the largest metropolitan community in Mississippi, Metro Jackson offers an unbeatable combination of economic, educational, and cultural opportunities – along with southern hospitality to those who visit as well as to the individuals and families who call the area home.

Enliven your senses and awaken a new thirst for adventure when living in or visiting Jackson. There's no shortage of fun, family-friendly things to do in the City with Soul.

Celebrate the spirit of the Civil Rights Movement at Smith Robertson Museum and Cultural Center. Close your eyes and hear the cheers of the crowd at the Mississippi Sports Hall of Fame and Museum. Take the kids to see the enchanting animals at the Jackson Zoological Park. Learn about the wonders of nature at the Mississippi Museum of Natural Science. See a memorable performance by the world-class Mississippi Symphony Orchestra, or grab a drink and a bite to eat at an authentic blues “juke joint.”

Known as the Crossroads of the South, Metro Jackson is where people and businesses converge. Jackson is at the geographic center of Mississippi and the South. It's the center for Mississippi's state government and the center for performing arts in the state. Jackson is also a leading center for health care, medical research and telecommunications.

Sports: Jackson has a myriad of hard-hitting, fast-paced options for the sports fan. Enjoy bone-crushing tackles and dramatic touchdown passes during football season with the Jackson State University Tigers, Belhaven University Blazers or the Millsaps Majors. Immerse yourself in sports history at the Mississippi Sports Hall of Fame and Museum – named among the Top 10 “Most Amazing Baseball Museums in America” by ESPN. Jackson is also home to the Viking Golf Classic, a national PGA golf event. Want to get into the game yourself? Jackson offers an array of public sports stadiums and facilities, athletic centers, and parks. Enjoy hiking, tennis, and golf, to name a few activities.



THE COMMUNITY (continued)

The Arts: As the City with Soul, the Jackson arts scene virtually vibrates with music and culture. You might say that Jackson is a cultural oasis of the South. Enjoy a fine, professional ballet or orchestral performance. Treat your family to an evening of comedy, tragedy, children's or musical theater. Visit a dynamic selection of art galleries. Or discover the area's world-class blues and jazz heritage. You won't just hear the music – you'll feel the history behind it. In recent years, Jackson has showcased such international art exhibitions as The Palaces of St. Petersburg, The Splendors of Versailles, and The Majesty of Spain.

Jackson's Heritage: Celebrate the heritage of the City with Soul at a captivating Jackson, Mississippi historical site. Visit the home of celebrated author Eudora Welty. Groove to the rhythms and beats of the blues. Learn about the Civil Rights Movement at the Medgar Evers home. Stop by the International Museum of Muslim Cultures – the first and only such museum in America. From the Civil War to their modern urban renaissance, Jackson's story is uniquely southern and uniquely American.

Shopping: "Shop 'til you drop" is more than a phrase in Jackson, Mississippi. It's an attitude. Take advantage of their attractive variety of Jackson shopping centers and malls. Explore the Fondren District, home to charming upscale and

budget-friendly shops and boutiques. Discover exquisite antiques all around town. Indulge your senses at Highland Village – a memorable experience, with beautifully landscaped courtyards and lush greenery. Find delightful hand-crafted items at several great little shops.

Nightlife: Why is Jackson the City with Soul? Well, you can experience the heart and soul of Jackson at over 50 night clubs, authentic, urban blues "juke joints" and fine restaurants with live music. Hear the sounds, feel the rhythms and enjoy the flavors served by folks with stories to tell through their music and food. Soul, Jazz, Blues, Rock, Rap, Hip Hop, Bluegrass, Pop, Celtic, Classical - a veritable musical "gumbo" cooks in the rich Mississippi culture.

Education: Jackson is home to six four-year colleges and universities, two community colleges, and an extensive system of public and private elementary and secondary schools. The prestigious Mississippi College School of Law is located in Jackson, as is the University of Mississippi Medical Center, a nationally renowned medical school and medical research facility.



THE POSITION — The Chief Executive Officer reports to the Board of Commissioners and has the responsibility to plan, direct, manage and oversee all activities and operations of the Jackson Municipal Airport Authority; to establish goals and objectives for airport operations; to coordinate airport activities and operations with administrators and officials of the counties and city; and to provide highly responsible and complex administrative support to the Jackson Municipal Airport Authority Board. The CEO receives policy direction from the Airport Authority Board and exercises direct supervision over the Chief Operating Officer and Sr. Director of Capital Programming.

As part of his or her essential duties and responsibilities, the CEO will:

- Assume full management responsibility for all Airport Authority services and activities including accounting, budget, personnel, maintenance, and public safety; recommend and administer policies and procedures.
- Oversee economic development and marketing activities for the Airport Authority; serve as the liaison on matters pertaining to international trade and foreign trade zone.
- Manage and participate in the development and implementation of goals, objectives, policies and procedures for airport operations; administer and enforce policies and procedures.
- Establish, within airport policy, appropriate service and staffing levels for each department; make recommendations to the Board; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Board; direct the implementation of changes.
- Represent the Airport Authority before local, regional and federal bodies; represent the airport at community and outside organization functions; explain, justify and defend Airport Authority programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Provide administrative and executive support to the Airport Board; prepare the monthly agenda; present recommendations to the Board; advise the Board on local, regional and national policies relating to airport operations; interpret FAA regulations and recommendations for the Board.
- Select, train, motivate and evaluate airport administrative personnel; evaluate department director's performance; counsel employees as necessary; handle other personnel matters for all airport employees such as discipline and termination.
- Oversee the development and administration of the annual budget; present the budget to the Airport Board and City Council; monitor expenditures throughout the year and implement adjustments as directed by the Airport Board.
- Review and make final recommendations on all contracts, leases and other legal documents for the Authority; negotiate contractual agreements with airport tenants and contractors.
- Prepare and implement the capital improvement program for the airport; plan for and direct major capital improvement projects.



The Ideal Candidate will have knowledge of:

- Economic development, operational characteristics, services, activities and operations of general aviation and air carrier airports.
- Federal, State and local laws, rules and regulations governing the use and operations of general aviation and air carrier airports.
- Advanced principles and practices of budget preparation, presentation and administration.
- Principles of supervision, training and performance evaluation.
- Federal and state grant and technical assistance programs.
- Airport safety, security and emergency policies and procedures.

JOB REQUIREMENTS — The Successful Candidate must have a Bachelor's degree from a four year college or university in Aviation Administration, Business Administration, Public Administration or related fields. Candidate must also have ten years of increasingly responsible experience in aviation administration or a related field, including six years of administrative or management responsibility at a commercial service airport. Candidates will have demonstrated extensive and varied airport experience with strong leadership skills having an emphasis on strategic planning, capital improvement projects, financial management, lease negotiations and community relations.

SALARY & COMPENSATION — The salary range for this position is \$190,000 – \$215,000 with an excellent benefit package, fully paid Mississippi retirement program, and an airport 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 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: JAN@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? Relate your experience to that of JMAA and its governance structure.
2. Why do you feel that this position at the JMAA is right for you at this time in your career?

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



Filing Deadline: Thursday, October 23, 2014

Only complete electronic submissions will be considered.

Email questions to JAN@adkexecutivesearch.com