



Capital Region International Airport and Mason Jewett Field Lansing, Michigan (LAN)

**The Capital Region Airport Authority Invites Applications
for Senior Vice President-Chief Operating Officer**

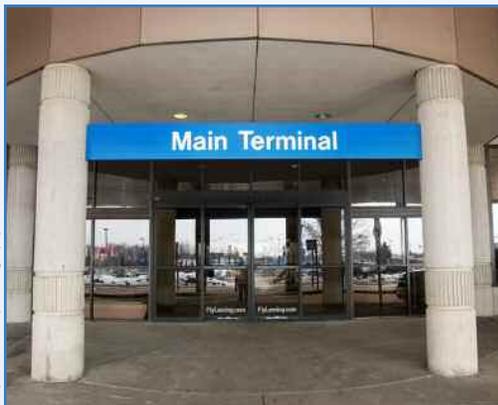


Capital Region International Airport

Executive Search Services Provided by ADK Executive Search



Gary Shrewsbury Photography



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THE AIRPORTS

The Capital Region Airport Authority (CRAA) is a regional authority which owns and operates Capital Region International Airport (LAN) and Mason Jewett Field (TEW) in Lansing Michigan. The Authority is governed by a six-member board of directors. The board consists of three voting members appointed by the mayor of the city of Lansing and confirmed by the Lansing City Council, and three voting members appointed by the Ingham County Board of Commissioners. The board also includes ex-officio representation from Clinton and Eaton counties.

The Capital Region International Airport is an essential asset to the tri-county area. Serving a population of over 447,000 people, as well as state government and some of the largest employers in Michigan, the airport plays a significant role in the transportation system and economic health of the region and the state. The combined airports contribute nearly 7,400 jobs and almost \$240 million in wage income to the tri-county region and an overall economic impact of \$ 1 billion. Hundreds of thousands of travelers use the Capital Region International airport each year to connect to the entire world through major airlines. The facility is serviced by five airline carriers and offers direct flights to a number of US hubs from Lansing. In addition to passengers, the airport transitions thousands of tons of air cargo annually, and provides support for corporate and general aviation.

The airport is also the home of Port Lansing, and provides an array of global logistic services to promote international trade including a U.S. Customs & Border Protection Federal Inspection Station for the clearance of international passengers and cargo, as well as an 850-acre collocated Foreign Trade Zone. CRAA also owns and operates Mason Jewett Field (TEW), a general aviation airport. The airport maintains a 4000' paved runway, automated weather, and an automated self-fueling system.

CRAA employs approximately 40 people with an annual budget of \$12 million and annual passengers at LAN of approximately 365,000. For calendar year ending 2013, there were 31,788 operations.

The Capital Region Airport Authority is, and will continue to be, dedicated to finding ways to be cost-conscious and efficient, and to bring air service to the region.



THE COMMUNITY — Lansing is at the heart of Michigan's Lower Peninsula, at the junction of most major highways. It's easy to find your way around the region, and downtown is only ten minutes from Lansing Capital Region International Airport. Greater Lansing is centrally located – it's within a 90-minute drive of most major metropolitan areas in the state. Lansing is home to a myriad of great restaurants and unique boutiques. Residents and visitors alike can celebrate culture and the arts in Lansing's world-class performance venues and galleries and sports enthusiasts can catch a game at the Michigan State University Campus.

The Greater Lansing area is an important center for educational, cultural, governmental, business, and high-tech manufacturing institutions, including three medical schools, two nursing schools, two law schools, a Big Ten University in Michigan State, the State Capitol, the state Supreme Court and Court of Appeals, the Library of Michigan and State Historical Center, a federal court and headquarters of four national insurance companies.

Here are some great options for things to do in Greater Lansing that are sure to please:

Delicious artistry is on tap. Sample a craft brewed beer, or visit one of Lansing's newest distilleries for artisanal vodka and other spirits. Greater Lansing is home to nearly a dozen wineries, breweries and distilleries most offering onsite tasting rooms.

For an educational family trip, tour the State Capitol building, visit Impression 5 Science Center or learn about the state's history at the Michigan Historical Museum.

If outdoors activities are more up your alley, head over to one of Lansing's numerous parks, gardens and nature centers. Try the new River Town Adventures for canoeing and kayaking on the Grand River in the heart of Lansing's urban center.

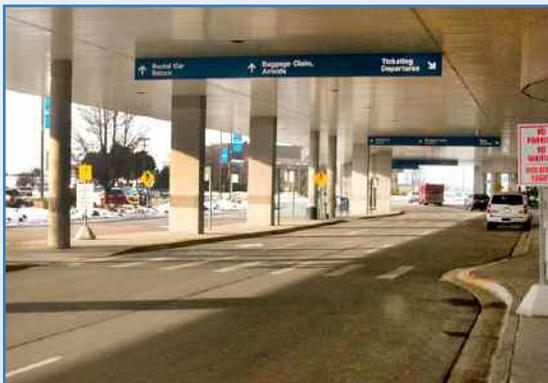
Art aficionado? Mid-Michigan is full of galleries, exhibits and cultural events. Explore the thought provoking contemporary art displays at the Eli & Edythe Broad Art Museum or take in a Broadway show at the Wharton Center for Performing Arts, both located on the campus of Michigan State University.

Sports fans unite! As home to Michigan State University, Greater Lansing is Spartan country. Pull up a chair at a Big10 game for the best sports action in the Midwest.

Whether you're interested in wine tasting, arts and culture, family fun, or the history of our great city, there are lots of activities to occupy your time in Greater Lansing.

For more information about the city, click here to visit the [Lansing Convention & Visitors Bureau](#).





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JOB DESCRIPTION

Under the direct supervision of the President - CEO, the Senior VP - COO is responsible for directing the day to day operations and maintenance at Capital Region International Airport and Mason Jewett Field. This position acts in the place of the President - CEO in his absence. Positions reporting to the Senior VP - COO are subordinate directors of Operations, Public Safety, Maintenance, and their subordinate managers and staff.

THE SENIOR VP - COO:

- A. Plans, Organizes and Directs Airport Operations and Public Safety Functions.
- B. Plans, Organizes and Directs Airport Maintenance.
- C. Plans, Organizes and Directs Airport Safety and Security Programs.
- D. Plans, Organizes and Directs Airport Emergency Procedures and Manuals.
- E. Directs Authority Capital Improvement Program.
- F. Oversees project management for the Airport Authority.
- G. Is a Member of the Management Team.
 - Prepares departmental budgets as a part of the Authority's annual budget process.
 - Implements goals as agreed upon by the President - CEO and the Airport Authority Board.
 - Assists the President - CEO in the planning and development of the Airport as required.
 - Establishes benchmark comparisons with other airports to measure team performance.

JOB REQUIREMENTS

Candidates must have a minimum of a Bachelor's degree from an accredited four year college/University with specialization in Airport Management, Business Administration, Engineering, or a related discipline and four or more years of progressively responsible management level experience in Operations, Public Safety, or Maintenance at a Non-hub, or Small Hub, passenger/cargo airport. A working knowledge of Federal Aviation Regulations is required and A.A.E. accreditation is preferred.



SALARY & COMPENSATION

Salary range is \$100,427 to \$125,969 with a comprehensive benefit package.

HOW TO APPLY

A. Please submit, in PDF format, a cover letter (addressed to Doug Kuelpman, ADK Executive Search), 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: LAN@adkexecutivsearch.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 LAN?
2. Why do you think this position at LAN 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 LAN@adkexecutivsearch.com