



**NORFOLK
INTERNATIONAL
AIRPORT**

The Norfolk Airport Authority invites applications for

Director of Finance

Norfolk International Airport (ORF)

Norfolk, Virginia

Executive Search Services Provided by ADK Consulting & Executive Search



The Airport

Norfolk International Airport serves southeastern Virginia and northeastern North Carolina, a region synonymous with history, commerce, military power, tourism and hometown hospitality. Located at the confluence of the Atlantic Ocean and Chesapeake Bay, the Norfolk area is home to approximately 1.7 million residents living in the cities and counties of Norfolk, Virginia Beach, Williamsburg, Chesapeake, Portsmouth, Suffolk, Hampton, Newport News, York County, James City County and Smithfield/Isle of Wight. The airport also serves Virginia's Eastern Shore and is the closest airport to the Outer Banks of North Carolina.

The Authority is governed by a nine-member Board of Commissioners appointed by Norfolk City Council.

The mission of the Norfolk Airport Authority is to manage the operation, maintenance, development, and marketing of Norfolk International Airport to serve the air transportation needs of southeast Virginia and northeast North Carolina. Norfolk International Airport is a significant asset to the Coastal Virginia area. Its value can be assessed in terms of the economic impact it has upon the surrounding region.

The Airport Authority employs 205 non-union workers. For CY 2016 the number of operations totaled 74,264 and the number of enplanements totaled 1,599,917. For FY 2018 the Authority's operational budget is \$43 Million and the capital budget is \$102 Million. *(continued...)*





The Airport *(continued)*

Aviation related tenants at the Airport include Allegiant, American, Delta, Southwest and United Airlines, FBO Signature Flight Support and Cargo Terminal - Aeroterm Leasing. The International flight facility in the main passenger terminal houses U.S. Customs & Border Protection Services.

Most recent significant capital improvement projects, completed or underway include:

- ◆ **Passenger Terminal Refurbishment** - This multi-year project that is underway began in 2010 and involves a major renovation to the Departures Terminal Lobbies, both airline concourses and some areas of the Arrivals Terminal. Completion of the third phase is expected in spring of 2018. At the same time our retail and food & beverage concessions are being expanded and renovated both pre- and post-screening.
- ◆ **Upgrade of the General Aviation Facilities** - This project, completed in 2014, involved an interior renovation of the General Aviation Terminal, and update to the exterior as well as expanded parking, landscaping and lighting.
- ◆ **Expansion of the TSA Passenger Screening Checkpoints** - These improvements greatly expanded the sizes of the Concourse A and B checkpoints. The expanded checkpoints feature new low maintenance terrazzo flooring, improved interior lighting, higher ceilings and large expanses of window glass to provide for a more comfortable passenger experience.



The Community

The United States military is a large part of the community with all branches of the military represented. In addition to NATO in Norfolk, ten military bases throughout the region hosting several commands employ over 133,000 active duty and civilian personnel. This includes the world's largest naval base, Naval Station Norfolk, and the east coast Master Jet Base at Naval Air Station Oceana.

The prevalence of water and the location on the Chesapeake Bay has made the Hampton Roads region a natural fit for maritime commerce and shipbuilding since colonial times. The Port of Virginia, with its wide natural harbor and channels dredged to a depth of 55 feet handled a record 19 million tons of general cargo in 2014, ranking it among the top ports on the east coast. Huntington Ingalls, the state's largest employer, is located here and builds aircraft carriers and submarines for the US Navy. In addition, significant employers such as Norfolk Naval Shipyard and numerous other private shipyards provide commercial and government ship repair service.

Tourism also plays a large part of the region's attractiveness to locals and visitors. Within the region, there is something for every taste. Whether you are single, a family or a more "seasoned" traveler you will find plenty to do and see.

Virginia Beach, the state's most populous city invites you to "Live the Life". The city is listed in the Guinness Book of Records as having the longest pleasure beach in the world. Residents and visitors enjoy the beach lifestyle and popular attractions such as the boardwalk, the Virginia Aquarium and Marine Science Center, and year-round events such as the East Coast Surfing Contest and the North American Sand Soccer Championship. Nature-lovers also enjoy cabins, campsites, fishing, swimming and over 19 miles of hiking and biking trails at First Landing State Park, the state's most popular state park, and nearby False Cape State Park.

In Norfolk, vibrant entertainment, culture, and delicious cuisine wait to be explored. With the Chesapeake Bay, Atlantic Ocean and countless rivers, you are never far from the water. Take a tour of the Elizabeth River harbor on a three-masted schooner, or watch world-renowned artists blow glass at the Chrysler Museum Glass Studio. *(continued)*





The Community *(continued)*

FestEvents, the city's event planning agency, offers a year-round schedule of waterfront events such as Harborfest, the Virginia Wine Festival, Bayou Boogaloo and Waterfront Jazz Festival. The city has twice been a host city for Operation Sail, a parade of magnificent "Golden Age of Sail" tall ships from around the world. If history is your thing, sign up for a boat or land tour of the world's largest Naval Base, stop by the MacArthur Memorial, or see the cannonball shot from Lord Dunmore's ship on January 1, 1776 still lodged in the wall at St. Paul's Church. Norfolk's eclectic downtown is also the region's venue for the arts - stage, opera, ballet and symphony - and is a constant breeding ground for new age dining and micro-breweries.



The nearby Historic Triangle of Williamsburg, Jamestown and Yorktown provide history-seekers an unmatched glimpse into the nation's origins. Attractions such as Busch Gardens, Water Country USA, Great Wolf Lodge and world-class golf at Kingsmill and Ford's Colony form one of the Commonwealth's top destinations. The area's pastoral setting, community offerings and relaxed atmosphere also make it a top retirement location.

Virginia's Eastern Shore, a long rural peninsula with the Chesapeake Bay to the west and Atlantic Ocean to the east is a bird watcher's paradise and eco-tourism leader. It is connected to Virginia Beach by the 23-mile-long Chesapeake Bay Bridge-Tunnel, selected as "One of Seven Engineering Wonders of the Modern World" when it opened.

Hampton Roads is also a producer of a well-educated workforce. The region is home to four of the state's 15 public, four-year colleges. Those include the College of William and Mary, Old Dominion University, Christopher Newport University and Norfolk State University. Private colleges include Regent University, Hampton University, Virginia Wesleyan College and the Eastern Virginia Medical School. Workforce development resources are also rounded out by three community colleges.

All told, the Norfolk area has a bounty of things to see and do, a diverse economy, an educated populace and a service-oriented southern hospitality. These are among the reasons why the National Civic League recently selected Norfolk as an "All-America City".



The Position

This management position directs the financial and accounting activities of the Norfolk Airport Authority®. Work involves the control of proposed expenditures, the custody of funds, budget preparation, accounting for funds, and cash management. General supervision is provided by the Executive Director, but the employee has wide latitude in technical and professional matters.

The Director of Finance will:

- Supervise a staff of professional and clerical employees.
- Advise management on financial matters.
- Review checks for procedural compliance; assure sufficient cash balances; sign checks.
- Manage cash; hold minimum cash on hand; seek to increase interest income by investing excess cash.
- Supervise preparation and review reports, statements, journals and ledgers prepared by staff.
- Assume responsibility for the identification and implementation of Electronic Data Processing (EDP) systems, design, analyze programming and operation.

- Coordinate annual external audit with CPA firm.
- Maintain fixed assets and capital project records.
- Supervise accounts receivable, payable functions and internal audit functions.
- Coordinate acquisition of office equipment and supplies.
- Prepare and review monthly and annual financial and statistical reports.
- Prepare passenger facility charges and grant • reimbursement requests.
- Coordinate, implement and monitor budget functions.

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



Position Qualifications

Graduation from an accredited four-year college or university with major course work in accounting; experience as a principal accountant or controller in a moderate-sized corporation or governmental jurisdiction; or any equivalent combination of education and experience. Master's Degree or Certified Public Accountant with five (5) years finance management experience at a small or medium hub airport preferred.



Salary & Compensation

The salary range for this position is \$130,000 to \$140,000 with an attractive benefits package including generous leave policy, health coverage, life insurance and membership in the Virginia Retirement System.

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:

ORFFIN@adkexecutivesearch.com

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

Filing Deadline: Friday, December 29, 2017

Only complete electronic submissions will be considered.

Email questions to:

ORFFIN@adkexecutivesearch.com

Norfolk International Airport (ORF) is an equal opportunity employer.