

The Eastern Iowa Airport

Cedar Rapids, Iowa

**Cedar Rapids Airport Commission Invites
Applications for Airport Director**



**THE EASTERN
IOWA AIRPORT**
CEDAR RAPIDS

Executive Search Services Provided by ADK Executive Search



THE AIRPORT

The Eastern Iowa Airport (CID) is owned by the City of Cedar Rapids and operated autonomously by the Cedar Rapids Airport Commission. Five Commissioners are appointed to three-year terms by the Mayor and approved by the City Council. The Commission is a policy-making body and oversees Airport management. Commissioners serve on a volunteer basis.

CID is a 3,288 acre facility. The terminal opened in 1986 and expanded in 1996. It underwent a \$2 million concourse improvement project in 2009 and in 2011 began a multi-year \$47 million terminal expansion and renovation project. The modernization project includes an inline baggage handling system, a complete renovation of the ticket counters and airlines offices, baggage claim, main lobby, and exterior canopies. In addition, the B Concourse and the security checkpoint will be expanded. Approximately 145 corporate and privately owned aircraft are based at CID.

In Fiscal Year 2013, 512,930 passengers were enplaned; an estimated 54,050 operations were recorded; and 23,799 metric tons of cargo were handled. There are 42 full-time equivalent Airport employees who serve the following areas: Administration, Maintenance (terminal and field) and Public Safety. In addition, there are more than 30 Airport tenants employing a total of 850 employees.

The Fiscal Year 2015 Operating Budget is \$15.8 million and the Five-year Capital Improvement Program Budget is \$72.1 million. Projected Capital Improvements for Fiscal Year 2015 include almost \$7.4 million in terminal improvements, \$3.5 million to replace 5 loading bridges, and a \$5.7 million taxiway project.



ABOUT THE AREA

Cedar Rapids is the second largest city in Iowa. Twenty minutes south on Interstate 380 is Iowa City, home to the Big 10's University of Iowa and the premiere University of Iowa Hospitals & Clinics. The two cities, while very different, complement each other with varying job opportunities, cultural offerings, sports, and outdoor recreation. This area is known as Iowa's creative corridor.

From art museums to county fairs, roadside diners to high-end bistros, music in the park to Broadway productions, the opportunities to enjoy life without the long commutes and daily drudgery you find in other cities is enjoyed here every day.

The diverse economy of the Cedar Rapids/Iowa city area helps to ensure economic stability and broadens opportunities. Ranked #1 for job growth by the Federal Reserve Bank in Chicago, the area offers numerous opportunities for career growth and access to accomplished individuals. There are more than a dozen Fortune 500 companies and more than 25 foreign-based companies in the area. Utilizing the highest level of technology in their industries, corporate centers of excellence include Rockwell Collins, Procter & Gamble/Oral-B laboratories, International Automotive Components, Transamerica, Toyota Financial Services, and Acciona North America.

Strong economic growth has allowed residents in these communities to enjoy a variety of excellent career opportunities and a quality of living that is second to none. Together, these two nationally recognized cities make our region one of the best in the Midwest.

HELPFUL LINKS:

[Cedar Rapids Convention & Visitors Bureau](#)

[City of Cedar Rapids](#)

[Eastern Iowa Airport](#)

[Cedar Rapids Economic Alliance](#)



ARTS & CULTURE

The Cedar Rapids/Iowa City area proves that you don't have to live in a large metropolitan area to indulge in cultural richness. Opportunities abound to access art, music, history and theatre.

Hancher Auditorium in Iowa City annually hosts some of the world's greatest musical and performance icons. Commissioned works by the Joffrey Ballet and other artists have made their national debuts on the Hancher Stage. The Cedar Rapids Symphony Orchestra/Orchestra Iowa is one of the oldest continuously operating symphonies west of the Mississippi and showcases world-class talent every year. Whether you love rock, jazz, dance, comedy or polka, you'll find live music and performances almost every night of the week at venues spread throughout the area. With more than 30 museums, including the African American Museum, Herbert Hoover Presidential Library and Museum, National Czech and Slovak Museum, Cedar Rapids Museum of Art, and the University of Iowa Museum of Art, you will find interesting exhibits and plenty to experience at a pace that lets you do more.



As the second largest city in Iowa, Cedar Rapids is...

- The largest corn-processing city in the world
- The second largest producer of wind energy in the United States
- One of the leading manufacturing regions in the United States
- One of the leading bio-processing and food ingredient centers in North America



Cedar Rapids is ranked #9 for Top 10 Best Places to Retire 2013 in Livability.com's "Top 10 Best Places to Retire" ranking. (Source: Livability.com, November 2013) and is ranked #1 in Iowa for Top 100 Best Places to Live and #29 in the nation in Livability.com's "Top 100 Best Places to Live" ranking. (Source: Livability.com, October 2013)



Position Description / Submission Requirements for Airport Director The Eastern Iowa Airport (CID)

The Eastern Iowa Airport Commission (Commission) seeks an Airport Director to fill a recent vacancy. The Eastern Iowa Airport (CID) is owned by the City of Cedar Rapids and operated autonomously by the Cedar Rapids Airport Commission. Five Commissioners are appointed to three-year terms by the Mayor and approved by the City Council. The Commission is a policy-making body and oversees Airport management. Commissioners serve on a volunteer basis.

General Statement of Duties

With general policy direction from the Commission, the Airport Director plans, organizes, and directs the operations, maintenance, and development of The Eastern Iowa Airport. Responsibilities include community relations, air service development, fiscal oversight and strategic planning; performs related work as required.

Examples of Essential Work (Illustrative Only)

The Airport Director provides effective, professional leadership, positioning all of the Airport's Departments to meet the community's current and future Airport needs through appropriate technologies and services.

Additionally, the Airport Director:

- Plans, organizes and directs the organization, structure, activities and operations of The Eastern Iowa Airport;
- Manages department work, project and personnel activities of the Airport;
- Directs the strategic planning, policy development and data collection and reporting activities of the Airport;
- Oversees the preparation and monitors the activities of the operational and capital improvement budgets;
- Develops policies to ensure safety issues are prioritized within every aspect of Airport operations;
- Develops policies to ensure that the air travel and general aviation needs of the surrounding area are handled in an efficient manner;
- Maintains the Airport operations within the requirements of all State and Federal regulations;
- Develops and recommends planning, operational activities, capital improvements, and financial and marketing policies for Commission approval;
- Plans and directs the Capital Development and Capital Purchasing programs for the Airport;
- Develops lease agreements and contracts with tenants, lessees, concessionaires, unions and vendors;
- Promotes, develops and manages the airport property consistent with the airport land development policy and guidelines;
- Maintains all appropriate records on Airport operations; Serves as the primary spokesperson for Airport activities;
- Performs all work duties and activities in accordance with Commission policies, procedures, and safety practices;
- Attends work regularly at the designated place and time; and
- Performs related work as required.



Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Management and supervision is exercised over the work of all airport employees.

Required Knowledge and Abilities

Successful candidates will possess:

- Comprehensive knowledge of aviation management, including development and implementation of safety programs involving every aspect of Airport operations;
- Thorough knowledge of all State and Federal regulations regarding Airport operations;
- Thorough knowledge of the air service and general aviation needs of the surrounding area;
- Thorough knowledge of Airport operational area;
- Good knowledge of marketing the services of an Airport;
- Ability to communicate effectively and maintain working relationships with State and Federal officials, elected officials, City employees, business organizations, representatives of the media and the public;
- Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on Airport operations and procedures;
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
- Ability to manage, coordinate, and evaluate the work of others;
- Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities; and
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Airport Management, Engineering or a closely related field; 8 years experience in airport management at an airport which offers both general aviation and commercial airline services; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. Pilot's license preferred. Airport industry professional certification (A.A.E. or IAP) required or the ability to obtain within agreeable time period.

Salary and Benefits

The starting salary range for this position is \$150,000 – 175,000 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: CID@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 CID.
2. Why do you feel that this position at the Eastern Iowa Airport 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: Closed to new applications

Only complete electronic submissions will be considered.

Email questions to: CID@adkexecutivesearch.com