

# Roanoke-Blacksburg Regional Airport

**Roanoke Regional Airport Commission  
Invites Applications for  
Executive Director**



**ROANOKE-  
BLACKSBURG  
REGIONAL  
AIRPORT**

*Executive Search Services Provided by ADK Executive Search*



## THE AIRPORT

The Roanoke-Blacksburg Regional Airport (ROA) is owned and operated by the Roanoke Regional Airport Commission, a fully independent governmental body created in 1987 pursuant to Chapter 140 of the Virginia Acts of Assembly. Prior to that time, the Airport was owned by the City of Roanoke. The Commission is governed by five Commissioners, three of whom are appointed by the City of Roanoke and two by the County of Roanoke. The Commission employs approximately 65 employees and contracts for ARFF services.

The Roanoke-Blacksburg Regional Airport is the primary commercial service airport serving all of western Virginia. The Airport's service area encompasses a 19 county area (including portions of eastern West Virginia) with a total population of nearly 800,000. The airport is classified by the FAA as non-hub.

The regional affiliates of three major airlines serve the Airport in a 95,000 square foot terminal constructed in 1989 and updated in 2013. These airlines include Delta, United, and US Airways (American). ROA is also served by Allegiant. Together, these airlines offer a total of approximately 24 daily departures to seven major hubs. Service is provided in the form of a mix of turboprop and jet aircraft.

Over the last decade, passenger enplanements have fluctuated moderately due to local economic and industry conditions as well as the effects of September 11, 2001 and the recession. Enplanements for 2013 were 310,746. In addition to passenger service, ROA is served regularly by overnight freight carriers including FedEx and UPS. Total air freight handled in 2013 was 11,566 tons.

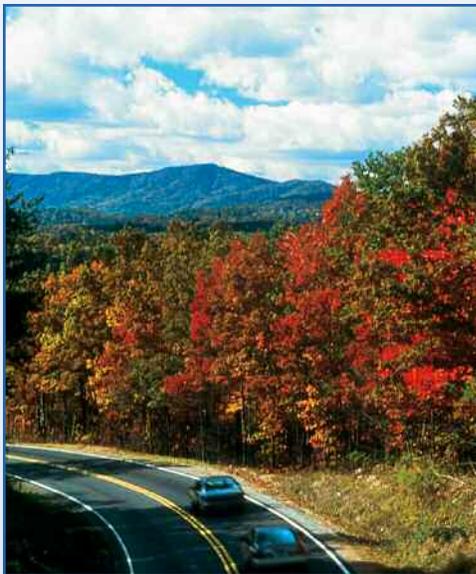
The airfield consists of approximately 900 acres, with two runways. The primary runway is 6,802 feet long and the intersecting crosswind runway is 5,800 feet long. The airport is served by a FAA air traffic control tower with local and TRACON services 24 hours per day. Approximately 115 general aviation aircraft are based at the airport. There are three FBO's located on the field, one full-service FBO and two specialty FBO's. General Aviation operations in 2013 totaled 22,723.

Future capital projects in the next two years include the completion of new concession spaces, third and fourth phases of terminal improvement projects, EMAS projects for two runway ends, a pavement maintenance study, a parking lot master plan, a Master Plan Update and multiple smaller projects. The Airport has a FY13/14 total operating budget of slightly more than \$8 million.



## THE COMMUNITY

From cities to suburbs to lakefront living to rural farmland, the Roanoke Region offers it all for a variety of lifestyles. Wherever you land, you're surrounded by the natural beauty of the Blue Ridge and Allegheny Mountains. You're close to the tranquil waters of Smith Mountain Lake, the James River, and Lake Moomaw. And you're never far from the entertainment, culture, retail, and commerce of the largest metro area in Western Virginia. The Roanoke Valley enjoys all four seasons; however, the summers and winters are never too extreme (average temperatures of 75 degrees in the heat of summer and 34 degrees in the middle of winter).



## ACADEMICALLY MINDED

The Roanoke Region is the center of a larger area encompassing 21 institutions of higher education. From liberal arts colleges to a prestigious research institution, the Roanoke Region has nearly 125,000 undergraduate and graduate students being educated for the future. That's a higher concentration of undergraduates- 0.108 per capita- than in the Boston-Cambridge, San Francisco-Oakland, Raleigh-Durham-Chapel Hill and Austin areas.



The largest university in the greater Roanoke Region is Virginia Tech, a prestigious and internationally renowned research institution. As a leader in scientific and technological development, Virginia Tech has educated hundreds of scientists and engineers as well as leading business professionals and academic leaders.





## ARTS & CULTURE

From ancient artifacts to the latest scientific developments, the Roanoke Region is an exhibition of human and natural wonders. With many museums throughout the Roanoke Region, there is plenty to be explored. Take a trip back in time at the Botetourt County Historical Museum. Learn about the influence of the railroads at the C&O Heritage Center. From regional to internationally renowned works, classical and modern, the region's museums feature diverse collections exhibiting works of multiple genres and historical periods. The Taubman Museum of Art maintains a collection of contemporary 19th and 20th Century American Art.

The Roanoke Region hosts everything from Broadway shows to local originals. Get your fix of standup comedy, music, and community theater. Music is as much a part of the Roanoke Region as the mountains that frame the surroundings. From nationally renowned Roanoke Symphony Orchestra to talented a cappella, there is always music in the air. The Southwest Virginia Ballet Company consists of talented young performers who tour during the year and provides training for pre-professional dancers of all ages.

## OUTDOORS

In addition to friendly competition with friends and family over 18-holes on a scenic mountain golf course, residents and visitors enjoy Salem Red Sox baseball at one of the most impressive ballparks in minor league sports. College sports are on the agenda, too, including Virginia Tech football in nearby Blacksburg.

Fishing enthusiasts participate in the ESPN Bassmasters tournaments. Roanoke is minutes from the Blue Ridge Parkway and the Appalachian Trail. The region is home to the second largest municipal park in the United

States: Carvin's Cove Nature Reserve, a 12,700 acre park with an 800 acre lake and over 40 miles of trails.

The Roanoke Region is committed to making outdoor recreation and environmental stewardship a core component of life. Biking, birding, boating, camping, caving, hiking, sailing, canoeing, climbing and more...whatever your outdoor pleasures, they are nearby and accessible.



## FESTIVALS & EVENTS

From annual celebrations to monthly events there is always something happening in the Roanoke Region. The strong presence of an artistic community lends itself to the many festivals and events held throughout the region: Art by Night, Big Lick Blues Festival, Blues Ridge Folk Life Festival, Dickens of a Christmas, Festival in the Park, Local Colors (including the Parade of Nations with citizens representing 70 countries), FiddleFest, Pumpkin Fest and many, many more. And just in case you are guided by your stomach, stop by for the Virginia State Chili Cook Off, Strawberry Festival, Virginia Mountain Peach Festival or Microfestivus.

## ROANOKE & THE REGION

Combining the four counties of Alleghany, Botetourt, Franklin and Roanoke, as well as the two cities of Roanoke and Salem, and the town of Vinton, the Roanoke Region encompasses over 1,700 square miles at an average elevation of 1,149 feet. There are more than 300,000 people that call the Roanoke Region their home, and over a half million more who use it as their regional center for health care, transportation, employment, shopping and entertainment.

In late 2013, the Airport Commission added Blacksburg to the Airport's name in recognition of Blacksburg being the largest metropolitan area in

the nearby New River Valley area, an area with close and growing economic ties to the Roanoke Region and the source of nearly one-third of the Airport's passengers.

## COST OF LIVING

Roanoke enjoys a low cost of living, and ranks consistently lower than the national average according to the American Chamber of Commerce.

### IMPORTANT LINKS

- [Roanoke-Blacksburg Regional Airport](#)
- [Roanoke Valley CVB](#)
- [Roanoke Region](#)
- [Roanoke Outside](#)
- [Virginia is for Lovers](#)
- [Appalachian Trail](#)
- [Trip Advisor Roanoke](#)
- [Cost of Living Calculator](#)





## THE POSITION

The Executive Director serves as the chief executive officer, responsible for the strategic direction, management and administration of the Roanoke-Blacksburg Regional Airport. The Executive Director plans, directs and coordinates the work of staff personnel and administers the policies and directives of the Roanoke Regional Airport Commission Board. The Executive Director is expected to establish short and long range strategic and tactical plans, and sound operating procedures that will insure the responsible, safe, effective and financially sound operation of ROA, as well as the provision of exceptional facilities, amenities and customer service.

The Executive Director, who reports directly to the Commission Board and is responsible for maintaining continuing and pertinent communication with the Board while assisting them in fulfilling their responsibilities, has the authority to hire, promote, discipline and terminate within the guidelines established by the Board through applicable personnel policies.

This position acts as the Commission's direct representative to the public and the media, with governmental, community and business leaders, with airlines, other tenants, Commission staff, airlines, and most importantly, with airport customers.

## THE IDEAL CANDIDATE

The Roanoke Regional Airport Commission seeks an Executive Director who possesses an extensive knowledge of the principles and practices of modern airport management, which has been acquired through verifiable and successful work experience and education. The successful candidate will have demonstrated extensive and varied airport administration experience with strong leadership skills, solid interpersonal relationship

skills and strong business acumen. Prior experience and a thorough working knowledge of air service development, marketing and public relations; extensive knowledge and experience with fiscal planning, budgeting and revenue enhancements for airports; and seasoned in undertaking negotiations, acquiring services and managing airline, concession and other leasing arrangements; prior experience in the training and development of new hire upper level management staff, all with constructive results; is required.



## THE IDEAL CANDIDATE *(continued)*

We are looking for a politically astute leader with the ability to effectively set clear priorities, plan, schedule, delegate and guide people and systems, including multiple, diverse projects and tasks that occur simultaneously. Someone with outstanding presentation and communications skill and experience, who is an outgoing spokesperson and relationship builder with the public, business community, economic development agencies, government representatives from throughout the 19 county air service area, and airport affiliated stakeholders, and who has the demonstrated ability to lead sensitive negotiations with regulators, airlines, airport users or stakeholders to a successful conclusion. The Executive Director must be a person of unquestionable character and integrity, who has a proven record of being able to coordinate, organize, work and resolve issues with various groups that often have a competing interest in or at the airport (e.g. airlines, general aviation, cargo operators, airport tenants, off airport businesses, ground transportation companies, local governments, TSA, FAA, EPA, neighbors, and the flying public).

Must be skilled at leading, developing, mentoring and directing a professional staff of subordinate executives, a number of whom have not occupied their current positions for an extended period of time.

Additional, details regarding the knowledge, skills and abilities required of the successful applicant, as well as a more detailed listing of the job duties, is available by contacting ADK Consulting and Executive Search.

## REQUIREMENTS

To be considered, a candidate must have a minimum of the (10) years of increasingly responsible airport experience, with at least the five (5) recent years served as the number one or number two position at a commercial service airport. A Bachelor's degree, preferably in Airport Management, Business Administration, Finance, Public Administration or a related field is required. A Master's degree in a related field is very desirable, as is A.A.E. or IAP accreditation.

## SPECIAL REQUIREMENTS

The successful candidate must meet and maintain Transportation Security Administration and Commission security requirements for unescorted access to the Airport's Secured Area, SIDA and other Air Operations Areas; must possess or promptly obtain a valid Virginia driver's license; must have and maintain an insurable driving record acceptable to the Commission's insurance carrier(s); and must participate in industry related associations, meetings and seminars and remain current on airport related issues and best management practices.



## COMPENSATION & BENEFITS

Starting salary range is \$130,000 to \$150,000.

- Health, Dental and Vision Insurance
- Disability Insurance
- Life Insurance
- Long Term Care Insurance
- Flexible Spending Account
- Defined Retirement Plan
- Optional Deferred Compensation Plan
- Paid Leave and Extended Illness Leave
- 9 Paid, Plus 2 Floating, Holidays
- Education Assistance
- Cell Phone Allowance
- Relocation Benefits

## HOW TO APPLY

A. Please submit a cover letter, resume, and a minimum of five professional airport references, including your working relationship to them, to ADK Executive Search at: [ROA1@adkexecutivesearch.com](mailto:ROA1@adkexecutivesearch.com).

B. Your submission should include a separate supplement, in PDF format, with responses to the following:

1. What is the size of the commercial service airport(s) where you have served in the number one or two positions, including the operating budgets, staff you have managed, top level organizational chart(s) and the governance structure?
2. Air Service Maintenance and Development are top priorities for ROA. What direct Air Service Development experience do you have that would be a benefit to the Commission if selected as ROA's Executive Director? What is your experience in requiring/convincing the airlines to improve and maintain good customer service and reliable air service?
3. Detail your experience and results in undertaking the training and development of new hire top managers and directors?
4. Describe your experience in working with and within the local business community.

C. Please complete the online 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. The Roanoke Regional Airport Commission is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability or protected veteran status. EEO/AA/VETS/Disabled

Email Questions to: [ROA1@adkexecutivesearch.com](mailto:ROA1@adkexecutivesearch.com).

**PHOTOS & INFORMATION COURTESY OF:**

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