

Roanoke Regional Airport

**Roanoke Regional Airport Commission
Invites Applications for
Director of Planning & Engineering**



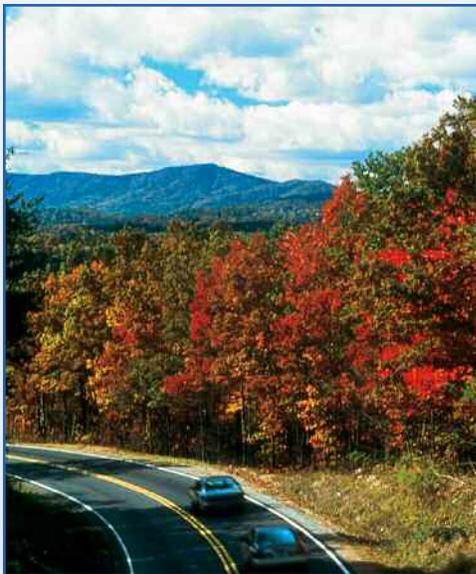
Executive Search Services Provided by ADK Executive Search



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).

The outdoors combines breathtaking venues for water sports, cycling, climbing, hiking, and fishing. Opportunities for spectator sports include Virginia Tech football, Boston Red Sox Single A Baseball, and 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.

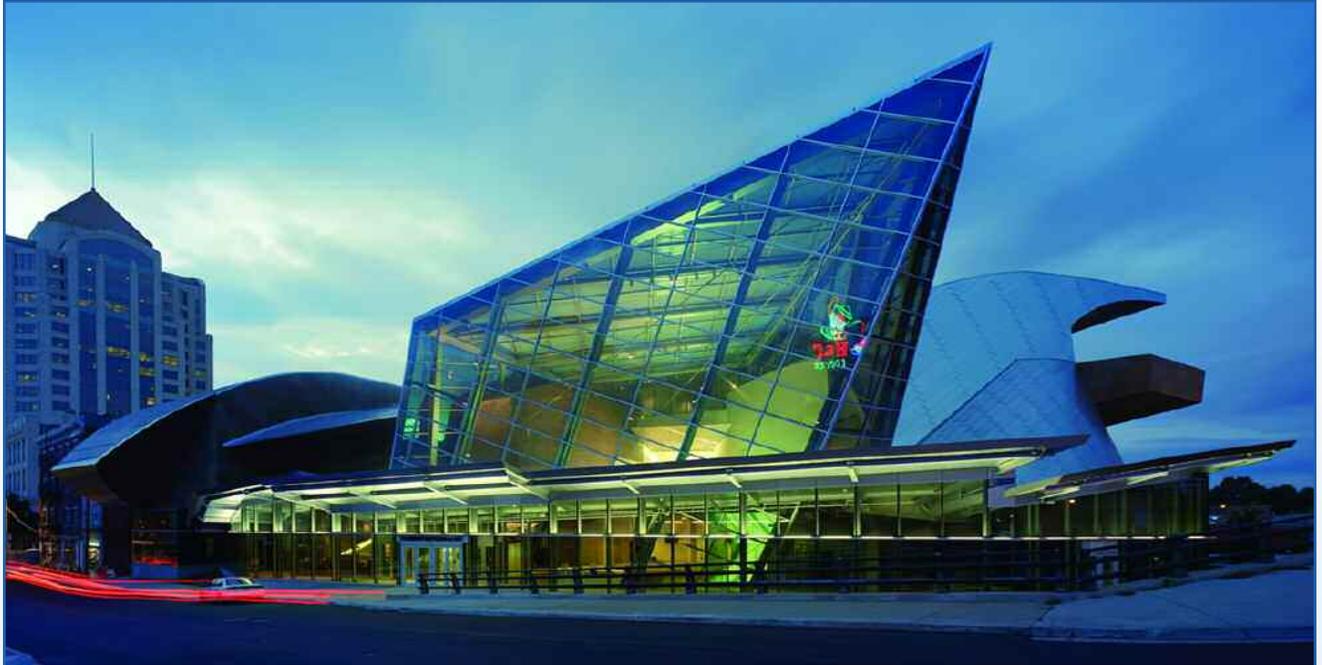


ACADEMICALLY MINDED

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 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 Orchestras 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.

SPORTS

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.



ROANOKE & THE REGION

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

From The Greater Roanoke Statistical Guide: "The region is home to over 300,000 people and is the center of a service area of over one million people throughout western Virginia. Botetourt, Craig, Franklin, and Roanoke counties and the cities of Roanoke and Salem are all part of this wonderful place to live, work and visit."

ACCOLADES

- Expansion Management magazine's named Roanoke as one of the 50 hottest cities for expansions and relocations. They also named the Roanoke Valley one of its Five-Star Communities for quality of life. The rating is based on a reasonable cost of living, affordable housing, low crime, excellent transportation access, good public schools, proximity to community colleges and universities, an educated work force, and low taxes.
- Roanoke was ranked the 11th best city in the U.S. by the publication, "Cities Ranked and Rated".
- Roanoke was ranked 39 of 276 metropolitan areas by Inc. Magazine's Top 25 Cities for Doing Business in America in the Most Balanced Economy and Growth category.
- The U.S. Department of Education has recognized Roanoke Valley schools for being among the nation's best.
- Money Magazine ranked Roanoke as one of the top three "Best Places to Retire in the United States." The city was picked among the five best cities for retirees in a survey by Kiplinger.com.

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 Regional Airport](#)
[Roanoke Valley CVB](#)
[City of Roanoke](#)
[Roanoke County](#)
[Virginia is for Lovers](#)
[Appalachian Trail](#)
[Trip Advisor Roanoke](#)
[Cost of Living Calculator](#)





THE AIRPORT

The Roanoke Regional Airport 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 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. These airlines include Delta, United, and US Airways. ROA is also served by Allegiant. Together, these airlines offer a total of approximately 28 daily departures to eight 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 2012 were 313,564. In addition to passenger service, Roanoke Regional Airport is served regularly by overnight freight carriers, including FedEx and UPS. Total air freight handled in 2012 was 11,377 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. The new tower was commissioned in December 2004. Approximately 120 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 2012 totaled 25,346.

Future capital projects in the next two years include the second phase of terminal improvement projects, EMAS projects for two runway ends, a pavement maintenance study, a parking lot master plan and multiple smaller projects. The Airport has a FY12/13 total operating budget of approximately \$8 million.





THE POSITION

The Director of Planning & Engineering (Director) is responsible for organizing, planning, leading and managing the newly created Department of Planning and Engineering, including supervising Department staff.

The Director reports to the Deputy Executive Director and is responsible for all functions related to the preparation or acquisition of services to prepare, and oversight related to: airport and facility planning, architecture/engineering, construction, environmental, and sustainability issues and the development and implementation of the airport capital improvement program. As part of the Executive Team, the Director will provide input and feedback on various issues to the Executive Director, Deputy Executive Director, Director of Finance & Administration and Director of Operations and Maintenance.

THE IDEAL CANDIDATE

The Commission is seeking a team member who presents strong leadership skills with complete integrity, dealing with all in an honest, straightforward and respectful manner, who is knowledgeable and competent in the areas of airport planning, construction design and oversight, airport capital funding, and environmental compliance. The successful candidate will be filling a newly created position within the organization and will have a unique opportunity to establish the position as the primary focus for the Commission's planning, capital improvement and project management efforts.

Following are highlights of the position job description. A complete detailed job description is available upon request.

TRAINING, EDUCATION & EXPERIENCE

- A Bachelor's Degree in Engineering, Construction Management, Planning, or closely related field;
- A minimum of eight (8) years of professional experience in engineering design, engineering project administration and inspection, construction management, or airport planning;
- A minimum of three (3) years as a project manager for construction or planning projects at one or more airports is required;
- Professional Registration as an Engineer or Planner is not required, but is desired.



ESSENTIAL FUNCTIONS

Administrative responsibilities include:

- developing plans for Airport development and improvement;
- implementing the approved schedule of projects;
- assisting the Department of Finance in establishing the multi-year capital plan and budget; preparing Requests for Qualifications and Proposals and Statements of Work and overseeing the process for the acquisition of professional services;
- assisting with the preparation of State and Federal grant applications;
- development and accomplishment of DBE participation goals.

For the environmental program, the Director:

- shall recommend and develop environmental procedures, practices, programs and projects for implementation;
- audits environmental compliance by Commission's operations, tenants, and contractors; arranges for staff and tenant training regarding environmental requirements;
- works effectively with federal, state and local agencies responsible for environmental compliance;
- reviews Commission facilities, operations and projects for opportunities to incorporate sustainability initiatives;
- leads the Commission's initiatives to reduce energy use and costs.

With regard to planning, the Director:

- establishes and implements a wide range of planning functions including feasibility studies, facility condition reports, pavement maintenance programs, and facility and airport master plans;
- works cooperatively with surrounding jurisdictions to ensure that Airport Zoning Overlay laws are up to date and compliant with federal and state requirements.

With responsibility for the Capital Program, the Director:

- prepares the Airport Capital Improvement Program (ACIP) in accordance with Commission, FAA and DOAV policies and procedures;
- oversees the work of consultants providing professional services for major repair and capital projects;
- drafts Statements of Work, and performance specifications for capital projects not requiring outside professional design services;
- provides contract administration, inspection and compliance reviews for capital improvement projects;
- is responsible for review and approval of proposed tenant improvement projects.



KNOWLEDGE, SKILLS AND ABILITIES

The Director should have a working knowledge of:

- the principals and practices of design of airport horizontal and vertical construction; construction management methods and techniques; the design and layout of airport facilities; airport and aircraft operations, and the aviation industry.

He/she should also have a working knowledge of:

- the principals, practices, and methods of airport planning, building architecture, environmental principals, procedures, practices, and laws; and CAD and GIS.

The Director needs to have:

- familiarity with and past experience in working with federal, state, and local environmental and aviation agencies;
- familiarity with project eligibility and priority system for FAA AIP and PFC Programs and State funding programs;
- a working knowledge and understanding of FAR Part 77.

The Director should:

- be highly skilled in establishing and maintaining effective working relationships and communications with governmental officials, employees and regulatory agencies; tenants, Commission board members, fellow employees, contractors, and the general public;
- possess high level public speaking skills and ability to prepare and provide clear, persuasive and concise presentations;
- have excellent personnel supervisory and management skills including training, assignment, and monitoring skills;
- be skilled in reading, interpreting and revising drawings, diagrams, blueprints and detailed technical specifications and contracts; have demonstrated ability to draft requests for proposals, technical specifications, policies, procedures, reports, forms, letters, and memorandum requiring little, if any, editing.

This position requires the Director to effectively prioritize, plan, schedule and oversee multiple projects and tasks occurring simultaneously; work under stress of frequent interruptions and/or distractions; and read, understand, interpret and apply pertinent provisions of federal, state, local, FAA, and other agency rules, regulations and laws and FAA Advisory Circulars.



SALARY & BENEFITS

Starting salary range is \$80,200 to \$86,216. Job rate is \$92,231.
Salary max rate is \$115,288.
Excellent benefits including relocation package.

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: ROA2@adkexecutivesearch.com.

Only complete electronic submissions will be considered.

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



Filing Deadline: Open Until Filled.

ROA is an Equal Opportunity Employer. Any submission regarding this opening could be subject to the open records laws under Virginia statutes.

Email Questions to:
ROA2@adkexecutivesearch.com.

PHOTOS & INFORMATION COURTESY OF:

Roanoke Regional Airport
Roanoke Valley CVB
City of Roanoke
Roanoke County
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Lynn Seldon