

# Sugar Land Regional Airport

Sugar Land, Texas



**City of Sugar Land Invites Applications  
for Assistant Director of Aviation**

*Executive Search Services Provided by ADK Executive Search*



## SUGAR LAND REGIONAL AIRPORT

The Sugar Land Regional Airport is the fourth largest airport in the greater Houston area and the foremost general reliever airport in the southwest sector. More than 100 Fortune 500 companies utilize the airport annually. The Airport's focus is corporate aviation, while maintaining a balance for the community's general aviation needs. It is the fourth largest airport in the greater Houston area, and the foremost general reliever airport in the southwest sector. The airport is publically owned by the City of Sugar Land. The Airport is home to the award-winning GlobalSelect fixed base operator. As the "Luxury Gateway to Houston," GlobalSelect is highly rated by its users for its line service, passenger amenities, pilot amenities, and facilities.

**Amenities at the airport include:** a 20,000-square-foot corporate aviation terminal, a state-of-the-art air traffic control tower and radar system; a reinforced, concrete runway measuring 100 feet wide by 8,000 feet in length, capable of accommodating the largest of the corporate-type business jets; and an instrument landing system with high-intensity lighting; as well as:

- Full Service FBO
- Crew Suite
- Executive Lounge
- Conference Rooms
- Coffee & Retail Shops
- Aircraft Repair & Avionics Sales
- Flight School
- Car Rental Facilities



## AIRPORT DEVELOPMENT

Development of the Sugar Land Regional Airport is driven by five-year business plans adopted by the City Council that outline its continued growth as a general aviation and corporate airport.

- The airport has received more than \$112.6 million in Federal and State grants since 1996.
- The City has invested more than \$23.82 million since 1991 through bonds and loans repaid by airport revenue.
- In the period between 1998 and 2012, the Airport developed a new corporate focus, highlighting the growth of Private corporate aviation in Sugar Land.
- In 2012, the focus shifted to maintaining the excellent airfield facilities that the Airport owns.

**Future Improvements:** The Sugar Land Regional Airport is investigating the possibility of adding a new approach lighting system, such as a Medium Intensity Approach Lighting System (MALSR), to allow better navigation by making the 35 end of the runway easier to identify from the air. The project is tentatively programmed into the Airport's 2017 CIP.

The operational budget this fiscal year is \$962,855 (which does not include the Operations Division coming on line in FY15)—the Airport Annual budget is \$17.7 million. The FY14 capital budget is \$6.8 million for Runway Rehab, Runway Lighting, Runway Shoulders, and Markings. Other planned capital improvements include a new full length Parallel Taxiway with the construction of two new hangars to replace hangars that must be demolished for the new taxiway.

Significant operators at the airport include GlobalSelect, Western Airways, Anson Air, SOLAPP, Houston Aviation, and All Around Aviation.



## ABOUT THE COMMUNITY

Founded as a sugar plantation in the mid-1800s and incorporated in 1959, Sugar Land is located in Fort Bend County, 20 miles southwest of downtown Houston. It is an award-winning community that has achieved its sustainable, strong local economy through an aggressive, focused economic development program that creates new wealth and jobs. As a regional employment center, the City is home to high-profile regional and international corporations housed in over 24 million square feet of commercial space, including Minute Maid, Schlumberger, Fluor Corporation, and United HealthCare. Estimated 2014 Population: 84,511.

Getting around Sugar Land is easy! It is accessible by several major highways including I69/US 59 South, Highway 6 and Highway 90.

**Sports** - Sugar Land's home team, the **Sugar Land Skeeters**, brings independent professional minor league baseball back to the Houston area at **Constellation Field**. **Sugar Land Ice & Sports** is the only dual rink and event facility in the Gulf Coast and offers public skating and is home to the Sugar Land Imperials 3HL hockey team. With first-class facilities and championship courses, Fort Bend County offers an array of challenges to accommodate all levels of play 365 days a year. Golfing in Fort Bend ranges from public to private courses with a variety of services and amenities to create the ultimate golf experience for any player.

## ARTS & CULTURE

**Culture, Arts and Leisure** - Residents of Sugar Land and beyond can enjoy the freshest-tasting produce, view one-a-kind arts and crafts and interesting artistic finds at the **Farmers Market at Imperial**, located at Highway 90 at Brooks Street in Sugar Land, open year around. Presented by the Fort Bend Chamber of Commerce, each Farmers Market at Imperial is held from 9 a.m. - 1 p.m. rain or shine. The **Sugar Land Auditorium** is a beautifully restored auditorium built in 1918 by the Imperial Sugar Company and is the oldest public building in Sugar Land. Today, the venue hosts tours, meetings and performing arts events.



**Helpful Links:**

- [Visit Sugar Land](#)
- [City of Sugar Land Economic Development](#)
- [Sugar Land Regional Airport](#)
- [City of Sugar Land](#)

**ARTS & CULTURE** *(continued)*

Visitors and residents alike will enjoy a visit to **Houston Museum of Natural Science at Sugar Land**. Come face-to-face with Devil Rex, enjoy the fifth largest collection of fossils in the United States - and so much more. Afterward, head to **Sugar Land Town Square** to enjoy lunch at one of the many restaurants then create your own art at **Pinot's Palette** or shop at one of their many retail establishments. For dinner, head back to Sugar Land Town Square and enjoy al fresco dining and nightlife.

Learn all about Sugar Land's history on a **Heritage Hike** provided by the **Sugar Land Heritage Foundation** (2nd Saturday of the month). Find your inner "kid genius" at **Techno Chaos**, where you can create worlds out of more than half a million Legos. Their play set also includes robotics and 3D Printing.

**Shopping** - You can shop to your heart's content at **First Colony Mall**, **The Market at Town Center** and **Lake Pointe Town Center**. Enjoy established retailers such as Macy's, Dillard's, and JCPenny as well as outlet-style shopping at **Saks Fifth Avenue's Off 5th** and **Nordstrom Rack**. With more than 900 dining and retail establishments in 32 Sugar Land shopping regions, you are sure to find exactly what you need. Or even better - what you want!

**Fort Bend County** - These great Fort Bend County attractions are easily accessible from Sugar Land; only about a 20-minute drive away:

- [George Ranch Historical Park](#)
- [Brazos Bend State Park](#)
- [George Observatory](#)
- [Challenger Learning Center](#)

**Greater Houston Area** - Sugar Land is less than 30 minutes from some the best attractions in the Greater Houston area. The **Greater Houston Convention & Visitors Bureau** is great resource for these attractions and more!

- Houston Museum District
- Houston Theater District
- Professional Sports Teams - Houston Rockets basketball, Houston Texans football, Houston Dynamo soccer, Houston Astros Baseball



## JOB DESCRIPTION

Reporting to the Director of Aviation, the Assistant Director of Aviation – Planning & Development is responsible for all Airport Planning & Development, Operations, Maintenance, and U S Customs, including but not limited to: managing the day-to-day operations, airfield maintenance, landside maintenance, facilities maintenance, and U S Customs. This position will require an energetic person to be engaged in working with Airport tenants, vendors, consultants, Texas Department of Transportation, Aviation Division and Federal Aviation Administration. The position also has responsibility for the fiscal oversight of the division's budget as well as environmental programs on the airport.

This position will oversee 10 employees in four programs: Planning and Development, Operations and Maintenance, as well as serve as a liaison with on-site U S Customs.

To fulfill the duties and responsibilities of this position, the Assistant Director of Aviation – Planning and Development will:

- Negotiate vendor agreements in accordance with City and Airport policy.
- Resolve disputes with vendors or customers.
- Develop performance measures to ensure desired maintenance, operations and customer service objectives are being met.
- Initiate and/or coordinate partnerships and special events with customers/vendors for the benefit of the airport.
- Interact with Finance, HR, , Legal and other City departments as necessary to further the operations of the business enterprise of the airport.
- Develop, administer and monitor the annual Department Budget and CIP Budget. Coordinate with Assistant Aviation Director – Administration and Director of Aviation in preparing the annual operating budget.
- Attend annual training as needed for management of direct reports.
- Supervise personnel as to employment, work assignments, and training to instill the realization that the Airport is operated for the benefit of the public, with a high degree of service consciousness and in a manner that will enhance the Airport's image.
- Directly supervise the Airfield & Facilities Manager and Operations Supervisor.
- Contribute to team effort by performing other duties as assigned by the Director of Aviation.
- Participate in Airport Special Events, including but not limited to the Airport Academy, Airport Open House, and facility tours.
- Perform any other duties or responsibilities as directed by the Director of Aviation.
- Act on the behalf of the Director of Aviation in his absence.

To perform this position successfully, the Assistant Director of Aviation – Planning and Development will be required to have contact and communications with individuals internally and externally on a regular basis, including:

- Employees within the department
- City employees
- General/public citizens/tenants
- Community Organizations
- Elected officials
- Vendors, contractors, regulatory agencies
- Direct departmental programs.



## THE IDEAL CANDIDATE

The Assistant Director of Aviation – Planning and Development will demonstrate knowledge of:

- Generally accepted accounting principles and sound business management practices.
- Federal, state and local environmental and land use laws and ordinances applicable to airports.
- State and federal guidelines of grant administration.
- Project management techniques.
- Administrative skills, including data analysis and accurate reporting of data and information in an unbiased manner.
- Government structure and leadership.



- Effective communication practices.
- Airport, City and departmental operations.
- Legal and regulatory framework applicable to aviation related business and airports.

Additionally, successful candidates must possess qualities of leadership and initiative and will demonstrate the ability to:

- Plan, organize and monitor work assigned to subordinates in order to accomplish departmental objectives.
- Establish and maintain effective working relationships within the organization.
- Accurately assess the strengths of subordinates and appropriately evaluate, coach, and develop employees.
- Direct departmental programs.

## JOB REQUIREMENTS

Candidates must have either a Master's Degree in Aviation Business Management, Business Administration, Public Administration or a related field from an accredited school or university plus five years of related experience, or a Bachelor's Degree in one of the above-mentioned areas plus seven years of related experience.

Experience must encompass five years in management with at least three years significant exposure to financial planning/budgeting as it relates to an aviation enterprise.

Municipal experience is a plus, FBO experience is a plus, and A.A.E accreditation is desirable.



## COMPENSATION AND BENEFITS

Starting salary range is \$71,386 - \$90,688.

The City has a generous benefits program including Texas Municipal Retirement System (7% with a 2:1 match and 20 year retirement), a choice of 457 deferred compensation retirement plans, health insurance (which includes medical, dental, and vision coverage, plus flexible spending account options), life insurance, paid vacation, sick leave, ten (10) holidays and relocation assistance.

## HOW TO APPLY

A. Please submit, in PDF format, a cover letter, resume, and a minimum of five professional airport references. The references should include those who have worked for you and those you have worked for. Include their contact information and your working relationship to them. Send to ADK Executive Search at: [SGR@adkexecutivesearch.com](mailto:SGR@adkexecutivesearch.com).

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

1. What are five unique skills or examples of relevant experience you bring to SGR?
2. Describe your experience and comfort level in making presentations and speaking before small and large groups.
3. This position requires a combination of civil airport operational experience and construction oversight. Why do you feel this position is right for you?

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



Filing Deadline: **Closed to new applications**

Email Questions to Linda Frankl, A.A.E. at [SGR@adkexecutivesearch.com](mailto:SGR@adkexecutivesearch.com)