

The Nantucket Memorial Airport

**Nantucket Memorial
Airport Commission
Invites Applications
for Airport Manager**



Nantucket Memorial Airport

Executive Search Services Provided by ADK Executive Search



ABOUT NANTUCKET ISLAND

Nantucket Island is rich in history, blessed with natural beauty and vibrant with the pulse of both seasonal visitors and a diverse and stimulating year round community. About 15 miles long and, on average, three miles wide, Nantucket is about 22 miles south of Cape Cod.

Prior to its settlement in the early 1660s by people seeking relief from the Puritanism of the Massachusetts Bay Colony, the island was long inhabited by a thriving colony of Wampanoag Native Americans. The majority of the settlers were practicing Quakers. The Quaker culture pervaded island life for more than 150 years.



The Quaker principles of tolerance and equality over time gave rise to educated leaders such as Lucretia Mott, the suffragist and Maria Mitchell, the astronomer, and influenced people such as Benjamin Franklin whose mother was a Nantucketer. From the time that Herman Melville came to the island for his inspiration for “Moby Dick”, Nantucket has nurtured creativity; be it literature, painting, sculpture, photography, even film making.



Of course, being surrounded by the sea, Nantucketers have always looked beyond its shoreline; as a world leader in whaling and the resulting trade; from the earliest times to this day as the source of the succulent Nantucket bay scallop; as a mecca for sport fishing at sea and from its shores; and, beginning in the 1850s, as a tourist destination noted for some of the best beaches anywhere.



Today, Nantucket is less than 20 minutes from the mainland by airplane or one hour by fast ferry. Everyday life is just as high-tech as it is in America. Yet for the 50,000 or so people who are here on any given summer day, the pace of life is tempered by the clean air with its unique, invigorating smell of the sea and the sand, and by the late 18th and early 19th century atmosphere of the town, which is painstakingly preserved. In addition, about one-half of the island is dedicated to open space and conservation.

Helpful links:

[Nantucket Memorial Airport](#)

[Town & County of Nantucket, MA](#)

[Nantucket Island Chamber of Commerce](#)

[Nantucket.net](#)



LIVING ON THE ISLAND

The year-round population of the island is 11,000. Most live within a three mile radius of the town, with the remainder scattered in the hamlets of Siasconset on the eastern shore, Madaket at the West End and Surfside to the south, and across the island. An adequate supply of both rental and sale properties for year-round housing is available.

The island is served by its own K-12 school system with about 1200 students enrolled. The high school presents a full offering of academic courses, extra-curricular and athletic activities. There are two private schools as well, both continuing through 8th grade. There also are several excellent day care programs.

Recreational opportunities abound year-round. In addition to swimming, sailing, fishing and other water-related activities, Nantucket boasts an excellent public, 18-hole golf course, a nine-hole public course, year-round ice skating on an indoor rink and a community swimming pool. For the bicyclist, there are miles of bike paths. For the walker or hiker there are more miles of trails. For the racquet enthusiast, there are tennis and paddle tennis facilities. For the naturalist or bird watcher, the viewing possibilities are almost infinite. Hunting of deer, rabbit and waterfowl is popular.

For those interested in culture, the summer season brings concerts, readings, lectures, art exhibitions, a film festival, movie screenings, star gazing and theater; so much in fact, it is hardly possible to take advantage of even a sampling. The winter pace slows, but the Nantucket Atheneum, the public library, offers significant programming throughout the off-season. There is one movie theater which is open all year. It is about to be joined by the Dreamland, the

magnificently rebuilt theater which is housed in what was originally a Quaker Meeting House, then a hotel and finally barged across the harbor in the early 1900s to be a summer-only film house. In its new incarnation, the Dreamland will offer year-round theatre programming as well as movies.

Nantucket Island Chamber of Commerce: "The fall months on Nantucket are glorious, as the gardens of late summer are still blooming and the sun-drenched days are warm enough for swimming right through September. Celebrate the Annual Christmas Stroll the first weekend in December as part of our month-long Nantucket Noel celebration when the air is crisp, the shopping unhurried, and the island is dressed for an old-fashioned Christmas. Then come celebrate with us at the end of April when millions of daffodils herald the coming of spring at our Annual Daffodil Festival."



THE AIRPORT

Nantucket Memorial Airport (ACK) is, overall, one of the busiest in New England even with its concentration of seasonal activity. On a few summer days, operations have exceeded those at Boston Logan Airport. For the year ended December 31, 2011, there were 120,000 operations at ACK, nearly 180,000 enplanements, and almost 2.2 million pounds of cargo.



Year-round air taxi service to Hyannis is provided by Island Airlines and Nantucket Airlines and to Martha's Vineyard, New Bedford, MA and Boston by Cape Air. Cape Air expands its routes seasonally to Providence and White Plains, which is also served by Island Airlines and Tradewinds Aviation. Cape Air has code sharing arrangements with JetBlue, American and Continental Express. From May through Columbus Day, JetBlue offers service to JFK. For a slightly shorter period, USAir Express flies to LaGuardia and Continental has service to Newark. Delta Connection offers seasonal service to JFK and Washington Reagan.



General Aviation is vitally important to ACK. The airport runs its own Fixed Base Operation (FBO) and, aside from maintenance services, affords a complete set of offerings to visitors including jet fuel and aviation gas. A new GA building is currently under construction. This, added to a terminal building completed in 2009, an ARFF building finished in 2010 and a relatively new SRE building rounds out the modernization of the airport's physical facilities. A runway extension project for 15-33 is just beginning and other capital projects in various stages of development include a new parallel taxiway for 15-33, ATC refurbishment, ramp expansion for GA parking, and ramp electrification.



The airport's budget for fiscal year 2013 is estimated to be \$12.5 million, roughly half of which is attributed to fuel sales. It operates financially through an "enterprise fund". ACK currently has 35 full-time employees and adds about 20 seasonal personnel to the staff to work the FBO during the season.

The Airport is overseen by the five-member Nantucket Memorial Airport Commission (Commission) who are appointed by the Town of Nantucket's Board of Selectmen for three year terms.



THE POSITION

The Airport Manager plans, organizes and directs all airport administration and operations, reporting directly to the Commission and its Chairman. ACK is the second-busiest airport in New England with a mix of highly seasonal commercial and general aviation traffic and manages its own Fixed Base Operation (FBO).

The job responsibilities for the Airport Manager include:

- Managing all aspects of staffing, strategic and long-term planning, facilities, financial management, security, safety, stakeholder relations, and infrastructure planning;
- Overseeing and implementing programs to ensure effective operation and safety of the airfield;
- Directing all maintenance and construction;
- Preparing and monitoring the operating and capital budgets and measuring performance against budget;
- Managing the collection and audit of all revenues;
- Directing staff and providing oversight, including collective bargaining negotiations;
- Assisting the Commission in developing overall airfield policy and long-term planning;
- Overseeing compliance with applicable rules and regulations, Commission policies and priorities, and airport procedures;
- Communicating regularly with the Town Manager;
- Responsibility for day-to-day working relationships with the FAA, Mass DOT Aeronautical Division, TSA, airline and general aviation customers, tenants, users, service contractors, etc.;
- Directing and participating in the negotiation and management of real estate transactions, concession contracts, and commercial service agreements;
- Overseeing contract compliance, including applicable procurement laws;
- Designing and implementing new business opportunities;
- Leading air service development, marketing and community affairs.





IDEAL CANDIDATE — The Commission seeks an Airport Manager who exhibits a passion for developing and managing a team-oriented work environment with proven leadership skills in an airport management setting. As an experienced and effective team builder, you will have coordinated, directed, and managed the work of others. You will have demonstrated the use of persuasive abilities with a leadership style that is participatory, team-oriented, and engaging with not only your airport staff and governing body, but with all community stakeholders. The proven ability to implement a strategic vision for the future is a must.

You will be responsible for overall administration, operation, maintenance and development of Commission managed facilities and have the capability of being the direct representative of the Commission to the public, news media, aviation community, and appropriate government entities. You will be politically astute with a proven record of earning the respect and trust of others. You will have a proven history of developing strong management-union relationships.

Your exemplary leadership will have been demonstrated through a dynamic, outgoing, relationship building persona that relies on being a leader with unquestionable character and integrity. The ideal candidate will have shown a capacity to coordinate, organize, work and resolve issues with various groups that often have a competing interest in the airport (i.e. airlines, general aviation, airport tenants, neighborhoods, TSA, FAA, and the flying public).

You will have demonstrated the ability to effectively communicate with others with the highest standards of business diplomacy and respect as a key representative of your past airport and community. You will represent us through speaking engagements in professional meetings, share our plans and successes with others, and lead sensitive negotiations with regulators, major customers, and other stakeholders. You will communicate in person, by e-mail and/or by phone with public, governmental and community leaders, tenants, employees, managers, directors, the Commission, airline industry executives, affiliated aviation organizations (i.e. AAAE, AOPA, EAA, etc) and most importantly, with our consumers.

Your previous experience will have demonstrated a thorough working knowledge of:

- The principles and practices of commercial and general aviation airport administration.
- Part 139 of the FAR, Part 1542 of the TSR and other federal rules, regulations, standards and requirements governing air traffic, commercial and general aviation, airport safety and security, airport and movement area operating and maintenance standards, and other relevant matters.
- Public administration, budget development, cost control, and grant administration.
- Air service development, marketing and public relations.

Minimum qualifications for this position include a degree in aviation management or a related field; 5-7 years broad, commercial airport management experience; small hub or larger experience a plus; A.A.E. accreditation and Pilot's License preferred.



COMPENSATION AND BENEFITS

This non-union position provides a salary between \$115,000-130,000 with an excellent benefit package provided by the Town of Nantucket, including an airport car. Relocation benefits are negotiable.



HOW TO APPLY

Please submit a cover letter and resume to ADK Executive Search at: ack@adkexecutivesearch.com. Your submission should include a separate supplement with responses to the following:

1. What is the size of airports and communities you have served including the airport operating budgets, capital improvement budgets, and staff you have managed? Relate your experience to that of ACK including your experience, if any, at a number one or two position at an airport.
2. Describe the experience you have had in supervising others and your philosophy for keeping your employees motivated and engaged in their work.
3. The airport has numerous stakeholders. None are more important than those in the community. What is your vision of community involvement and what has been your experience in this regard?
4. What is your overall airport management philosophy in leading a commercial service airport in today's economic environment?
5. There is significant corporate and general aviation at ACK. How would you embrace and encourage the General Aviation community to grow with the airport?
6. Why do you think being Nantucket's Airport Manager is right for you?

Only complete electronic submissions, in PDF format, will be considered. In addition, please complete the ADK employment application form at: https://adkexecutivesearch.com/Application_Form.html (This is a secure link.)

**Application Deadline:
Position closes Monday, March 5, 2012.**

The Town of Nantucket is an Affirmative Action / Equal Opportunity Employer. Any submission regarding this opening may be subject to the open records laws under Massachusetts's statutes.

Email Questions to: ack@adkexecutivesearch.com.

PHOTOS & INFORMATION COURTESY OF:
[Nantucket Memorial Airport](#)
[Nantucket Island Chamber of Commerce](#)
[Nantucket.net](#)