



The City of Boise
invites application
for the position

Airport Deputy Director

Properties & Business Development



An Overview of the Position and Boise, Idaho

Airport Deputy Director, Properties & Business Development

The City of Boise is actively seeking an exceptional, dynamic leader with a successful career in airport management. The superior candidate will show progressive levels of responsibility to lead the properties and business development activities of Boise Airport. Under the administrative direction of the Airport Director, the Deputy Director, Properties and Business Development plans, organizes, and administers business development activities including: real estate management, administration of commercial properties, negotiation and administration of leases and airlines agreements, implementation of airport concession disadvantaged business enterprise program, administration of flight kitchen/catering activities, administration of marketing and public relations programs, and administration of departmental training program.

Essential duties of the position consists of:

- Administering and directing properties and contract administration, including tenant, airline, rental car, and concession agreements.
- Administering and directing advertising, marketing, economic development and air service development programs.

- Administering and directing airport catering operations.
- Developing and preparing detailed narrative, statistical, financial, and promotional presentations for various groups and individuals.
- Administering and directing land acquisition, disposal, relocation and associated activities.
- Administering and directing departmental training program.
- Representing the City and department in meetings with other public and private organizations.
- Rotating as duty manager for airport operations.

The Deputy Director, Properties & Business Development is responsible for direct supervision, through subordinate supervisors, of marketing, properties, training, catering, and office administrative personnel. Direct reports include: Catering Supervisor, Property and Contract Administrator, Administrative Secretary, Marketing and Air Services Development Coordinator, and Training Coordinator.

Mission of Boise Airport

Boise Airport serves the air service needs for the community of Boise, as well as the regional, national, and international needs of all segments of aviation.

- Aviation infrastructure
- Ability for growth
- Economic engine
- Global connection
- Leadership & vision

Boise Airport (BOI) has a tradition of strong growth and is constantly seeking to meet the challenges of a growing community and ensuring strong air service for the future. Boise Airport has responded to a rapidly growing community with a

terminal expansion program in the late 1990s. In 2003, BOI opened Phase I of its newly expanded terminal building consisting of a new two-tiered roadway system, ticket lobby, baggage claim, conference center, administrative offices, and fully integrated baggage system. Phase II, including a new security checkpoint, ground-loading concourse, and food court, followed in 2004.

Boise continues to see strong passenger activity. In 2007, BOI recorded its best year with over 3.36 million annual passengers. As the primary commercial service airport



Job Requirements and Compensation

in southwestern Idaho, BOI serves an area (with a population of nearly 600,000) that extends well into eastern Oregon. Boise is served by 9 airlines which provide non-stop service to 19 markets, including many of the busiest airports in the country.

The airport is currently updating its Master Plan involving an extensive study of future (30-year) airport facility needs, an analysis of alternatives, and Airport Layout Plan (ALP). The Master Plan Study and ALP are being conducted in accordance with the requirements of the Federal Aviation Administration (FAA) and the City of Boise. BOI's last Master Plan update was published in February 2001. Since the last update, BOI has completed several major projects and the aviation industry has undergone major changes.

Aside from the terminal expansion program, BOI has some new effective tools for ensuring safety and improving air service. In November 2007, BOI received a CAT-III Instrument Landing System, maximizing landing capabilities during fog/inversion which can occur in the valley during winter months. The FAA broke ground on a new airport traffic control tower in January 2008 which is expected to be commissioned in early 2011, and will allow for growth in the vicinity of the third runway, currently a 5,000 assault strip used primarily by the Idaho Air National Guard.

Boise – City of Trees

The city of Boise is the Capital of Idaho and the largest city in a thriving metropolitan area of 587,000 people. Nestled in the Treasure Valley against the majestic foothills, Boise revolves around a vibrant downtown surrounded by welcoming, comfortable neighborhoods. Boise is rich in history, culture, public art and galleries, sporting events and fine dining. Situated where the high desert meets the western edge of the Rocky Mountains, Boise is the gateway to exceptional recreational opportunities, including: world famous white-water rafting, Nordic and Alpine skiing, snowboarding, hunting, fishing, backpacking and camping. Boise has thousands of acres of open space which hold miles of trails great for hiking, mountain biking and enjoying the outdoors. The Boise River Greenbelt is a great place for biking, roller-blading or a casual stroll, and runs through several surrounding cities and the county, connecting citizens to parks, downtown, neighborhoods and other cities and recreation.

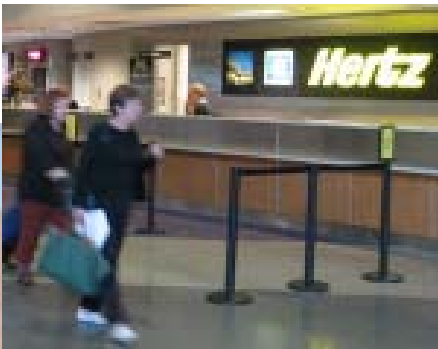
Several large regional, national and international companies maintain home offices or large facilities in the Boise area, including the Boise Corporation, SuperValu, Simplot Corporation, Hewlett-Packard and Micron Technology. Boise is also home to Boise State University, the state's largest university with an

enrollment exceeding 19,000 students, as well as satellite campuses of the University of Idaho and Idaho State University.

The cultural hub of the Treasure Valley, Boise is home to the Idaho Shakespeare Festival, Zoo Boise, Idaho Historical Museum, Idaho Botanical Garden, Basque Museum & Cultural Center, World Center for Birds of Prey, Idaho Anne Frank Human Rights Memorial, Boise Art Museum, Discovery Center of Idaho, Idaho Black History Museum, Log Cabin Literary Center, Ballet Idaho, Boise Philharmonic, Gene Harris Jazz Festival and many other events and attractions. With an average of 234 sunshine days a year, the Treasure Valley enjoys moderate temperatures in a four-season climate and a great quality of life.

Attributes of the Ideal Candidate

The City of Boise desires candidates with knowledge of: principles and practices of airport operations, administrative principles and practices, including goal setting program development, implementation and evaluation, and contract administration in a public agency setting; principles and practices of land acquisition; real estate principles; principles and practices of employee supervision >



and management, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; general knowledge of federal rules and regulations relative to all aspects of airport operations; and budget development and analysis.

The candidate should also have skill in: administering programs, contracts and staff through subordinate supervision; training others in policies and procedures related to their work and providing for their professional development; developing and implementing goals, objectives, policies, procedures and work standards; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; planning, organizing, and implementing a broad tenant contract negotiation and administration system using initiative and independent judgment with general policy guidelines; setting priorities coordinating multiple activities and meeting critical deadlines; using tact, discretion and prudence in dealing with those contacted in the course of work.



Qualifications of a Superior Candidate

The superior candidate will demonstrate extensive and varied airport administration experience with strong skills in management, interpersonal relations, and workforce development. To be eligible for this position, an applicant must meet the following required qualifications: at minimum a bachelors degree in airport administration,

planning, business or public administration, or related field; and five (5) years in airport management, planning, business development, air service development, or real estate management at a commercial service airport. Candidate must also have a valid Idaho driver's license (or the ability to obtain within 6 months of hiring) and pass a security background check.

Preferred candidates possess the following qualifications but are not required to be eligible for this position: master degree, private pilot's license, and A.A.E. accreditation.

Compensation & Benefits

Annual starting salary range is \$71,868 to \$83,851 dependent on qualifications.

The City of Boise offers excellent benefits to full time and part time employees, including health insurance and retirement.

Senior management benefits include:

- Relocation benefits
- Membership in the Public Employee Retirement System of Idaho
- Deferred compensation (457) plan, including 2% employer match
- Group health, life, vision and dental insurance for employee and family
- Flexible spending account
- Long-term disability plan
- Ten (10) paid holidays
- Sick leave accrual at eight (8) hours per month
- Vacation leave accrual at eight (8) hours per month
- Employee Assistance Program
- Employee wellness program
- Post employment health plan

Process and Procedure How to Apply

Please submit a cover letter, resume, and at least five professional references to ADK Executive Search at **BOIDepDir@adkexecutivesearch.com**. Your cover letter should highlight your airport management philosophy and the size of airports/facilities and communities you have served.

In addition, please describe:

1. the different marketing, concession, and properties management experience and the extent or level of the programs you have managed in those areas;
2. your experience planning and implementing an airport advertising/marketing program;
3. your creative thinking experience as it relates to marketing, concessions, properties, and advertising at airports or related organizations;
4. your people skills dealing with diverse community interests as well as intergovernmental relations; and,
5. your negotiating experience with contracts with various airport tenants including airlines and concessions.

Qualified veterans who provide required documentation will receive preferential treatment in accordance with Idaho State Law.

Under Idaho law, finalists for this position may be subject to Public Records Requests by the media and/or the public.

Finalists must successfully complete a thorough background investigation.

Filing Deadline

Friday, May 30, 2008. Only complete submissions will be considered.

Photos courtesy of City of Boise and Boise Airport.



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