



Grand Forks Regional Airport Authority

invites application

for the position of



Executive Director

Grand Forks International Airport



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University of North Dakota

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About Grand Forks



Grand Forks is the third-largest city in North Dakota and the county seat of Grand Forks County. Grand Forks was designated as the #2 Boomtown of 2007 in the Midwest by Inc.com. Its population is nearly 55,000 with a metropolitan population approaching 100,000 and growing.

Grand Forks, along with its twin city of East Grand Forks, Minnesota, forms the center of the *Grand Forks, ND-MN Metropolitan Statistical Area*, which is often called *Greater Grand Forks* or *The Grand Cities*.

Historically dependent on local agriculture, the city's economy now encompasses higher education, defense, health care, manufacturing, food processing, and scientific research. Grand Forks is served by Grand Forks International Airport and Grand Forks Air Force Base, while the city's University of North Dakota is the oldest institution of higher education in the state.



Parks: The Grand Forks Park District operates 14 neighborhood parks, 28 tennis courts, and a swimming pool. The parks include playgrounds, baseball fields, softball

fields, soccer fields, basketball courts, and picnic areas. The Park District also operates eleven outdoor skating rinks and indoor ice arenas.

Golf: There are a number of golf courses, including an Arnold Palmer designed course, King's Walk.



Sports: College sports are popular in Grand Forks, with an intense following for the University of North Dakota Fighting Sioux. The UND men's ice hockey teams compete in the NCAA Division I. Grand Forks is home to two major indoor athletic arenas, the city-owned Alerus Center (home to the Fighting Sioux football team) and the Ralph Engelstad Arena, where The Fighting Sioux hockey teams compete. Adjacent to the Ralph Engelstad Arena is the smaller Betty Engelstad Sioux Center, home of the Fighting Sioux basketball and Fighting Sioux volleyball teams.



Arts/Culture: Grand Forks offers a variety of arts and cultural events. The North Dakota Museum of Art, located on the UND campus, brings many nationally touring exhibits to Grand Forks as well as the work of regional artists. UND's Chester Fritz Auditorium also brings music and theater events to Grand Forks including national touring companies of Broadway musicals.



The Greater Grand Forks Symphony Orchestra has been performing since 1905. The Empire Arts Center is home to several cultural events throughout the year.



The Summer Performing Arts Company (SPA) is a popular summer arts program for area K-12 students.



The Greenway: This popular park is approximately 2,200 acres of natural open space in the heart of Grand Forks and East Grand Forks. The Greenway features several parks, campground, 2 golf courses, disc golf course, over 20 miles of multi purpose trails, shore bank fishing sites and so much more!

The Grand Forks/East Grand Forks Greenway Trail allows users to experience the natural beauty of the Red and Red Lake Rivers in an urban setting. This trail is located along the Red and Red Lake Rivers in the community's greenway and features over 20 miles of hard surface trail, 10 of which provide a continuous loop through both cities.

The design of the trail system minimizes interaction between users and motor vehicles, providing a pleasant environment for users.



Numerous neighborhood and community access points are located along the trail and offer trailhead facilities featuring informational kiosks, restrooms, parking lots, drinking fountains and trash receptacles conveniently located for those in need of such services. Users will also find playground areas, benches, doggie clean up stations, stretching equipment, picnic areas and a large variety of specialty recreation facilities along the trail. This trail is connected to a larger system of trails over 40 miles long woven throughout the two communities.



EDUCATION HONORS

- GF Public Schools Ranked 14th out of 362 school systems studied in top metros of the U.S. overall for public schools (Atlas & Guide 2006 issue of Expansion Management Magazine)
- UND ranked 14th out of 375 schools in nation for Entrepreneurial Undergraduate Campuses - ranked above Stanford University (Forbes & Princeton Review)
- GF Public School District awarded 2000 Exemplary Career Guidance & Counseling Program (U.S. Department of Education)
- GF Public School District finalist for 2002 National School of Character Designation Award (Dept. of Education & Character Education Dept.)
- GF Public School District named to list of Best 100 Communities for Music Education in America (National School Boards Association)
- UND is one of the America's Best Colleges 2008 (USNews.com)



QUALITY OF LIFE

- North Dakota ranked 11th "Most Livable State" & 1st "Safest State" (Manhattan Institute for Policy Review)
- One of the Top 100 Communities for Young People (America's Promise Top 100 Communities for Young People competition, September 2005)
- North Dakota ranked 5th top state for children (Annie E. Casey Foundation, "Kids Count Data Book", July, 2005)
- Grand Forks ranked 12th out of 117 cities for the most secure small cities in the country (The Farmers Insurance Group of Companies, July, 2005)
- 4 star community in 5th annual Quality of Life Quotient rating (Expansion Management)
- 6th Best Small City in the nation for relocating a family (Primary Relocation)
- Ranked 10th on Sperling's Best Places in 2004 (Sperling's Best Places)

(from www.grandforks.gov and www.grandforks.org)

Executive Director Position



Job Description

The Executive Director serves as the chief administrative and executive officer, responsible for the overall administration, operation, maintenance and development of Grand Forks International Airport. The Executive Director administers policies and directives of the Airport Authority Board of Commissioners as well as plans, directs, and coordinates the work of staff personnel. The Executive Director is a senior executive management position, subject only to the policy direction, with the freedom to plan, organize and direct activities, set priorities and objectives on an organization-wide basis.



The Airport

This is an exciting time for the Grand Forks International Airport! **Groundbreaking on a new passenger terminal is planned for the summer of 2009 and a fourth paved runway is currently under construction.** GFK is a non-hub, primary commercial service airport with 95,000 enplanements and 275,000 operations expected in 2009. The airport's catchment area population is 150,000. The 2009 operating budget is \$2.2 million. It is operated by the Grand Forks Regional Airport Authority whose commissioners are

appointed by the City of Grand Forks and Grand Forks County. The airport is home to the University of North Dakota's John D. Odegard School of Aerospace Sciences flight operations, a FedEx Express regional hub, US Customs and Border Protection Air Wing and Port of Entry office, FAA-operated air traffic control tower and FAA Tech Ops, TSA, National Weather Service, and a new modern full-service FBO. The airport is served by Northwest-Delta/Mesaba/Pinnacle Airlines to Minneapolis-St. Paul and Allegiant Air to Las Vegas. The airport receives both passenger and cargo entitlements. The Authority has a staff of 21. ARFF responsibilities are fulfilled by Authority employees. The airport is located 5 miles west of the City of Grand Forks and 10 miles east of the Grand Forks Air Force Base.

The Ideal Candidate

The Grand Forks Airport Commission seeks an Executive Director who possesses an extensive knowledge of principles and practices of modern airport management which has been acquired through verifiable work experience and education. The candidate will have demonstrated extensive and varied airport administration experience with strong leadership skills, solid interpersonal relationship skills, financial acumen, and a proven track record on workforce development.

This unique opportunity will go to an exceptional, creative, energetic, proactive leader who exhibits a passion in developing and managing a participatory and team

-oriented work environment. This candidate will use persuasive abilities to create enthusiasm and customer service focus for our airport.

The ideal candidate will have the capability of being the direct representative of the Airport Authority Board of Commissioners to the public, press, aviation community, and appropriate government entities while remaining politically astute with a proven record of earning the respect and trust of others.

Requirements & Preferences

To be eligible for this position, an applicant must have at least a Bachelor's degree in Airport Administration, Business or Public Administration or closely related field. An MBA is very desirable. Finalists will have ten (10) years of progressive experience in the airport industry. There will be a strong preference for a candidate who has at least five (5) years at a commercial service airport in the number one and/or number two position. A.A.E. or CM certification is preferred. If you do not possess a certification, a commitment to achieve CM status within 24 months and A.A.E. accreditation within 36 months should be expressed. Candidate must also have a valid state driver's license.





Compensation & Benefits

Starting salary range is \$93,000 - \$109,000 DOE. The range of benefits available includes:

- Health Insurance
- Dental Insurance
- Disability Insurance
- Life Insurance
- Defined Contribution Benefit Plan
- Deferred Compensation (457)
- Vacation Leave
- Sick Leave
- Vehicle
- Relocation Benefits

How to Apply

Please submit a cover letter, resume, and at least five professional airport references to ADK Executive Search at:

GFK@adkexecutivesearch.com

Your cover letter should include the following:

1. Your overall airport management philosophy. Include the size of airports/facilities and communities you have served.
2. Your specific experience at the number one or two position at an airport.
3. The size of the operating budget, capital improvement budget, and staff you have managed.
4. What you feel it takes at today's airport to develop the necessary revenues that allow an airport to grow and prosper.
5. Your experience in implementing both aeronautical and non-aeronautical related airport development.
6. Your philosophy on building and maintaining a team environment.
7. Your experience working with an Airport Commission.

Only complete electronic submissions will be considered.

Filing Deadline: January 16, 2009

Any submission regarding this opening is subject to the open records laws under North Dakota statutes.



Photos and information in this brochure courtesy of :

- Grand Forks International Airport
- City of Grand Forks
- Greater Grand Forks Convention and Visitors Bureau
- University of North Dakota
- Grand Forks Region Economic Development Corporation
- Grand Forks Park District