



The City of Naples Airport Authority invites applications for

FBO Manager

Naples Municipal Airport (APF)

Naples, Florida

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

Naples Airport is located in Southwest Florida in the beautiful tropical city of Naples. Originally established as an Army Air Corps base, the airport is a fully operational first class general airport and prime destination for businesses and vacationers alike. The airport is situated approximately two miles northeast of downtown and Old Naples.

In 1969, the Florida State Legislature created the City of Naples Airport Authority as an independent governmental unit charged with the operation, development and improvement of Naples Airport. The five members of the Airport Authority Board of Commissioners are selected by City Council and serve a four-year term as volunteers. Naples Airport currently operates as a general aviation airport although it has previously had commercial service and continues to comply with the standards of Federal Aviation Regulation Part 139. As a certified air carrier airport, it maintains the same level of security as commercial-service airports and adheres to all Transportation Security Administrative directives.

The Airport Authority has approximately 80 employees, and there are 300 additional employees throughout businesses and tenants located at the airport. The Florida Department of Transportation values the airport's economic impact to the community at more than \$283 million annually and recognizes Naples Airport as ranked within the top ten for all business jet destinations in the U.S.

The airport encompasses 732 acres and has two runways. Significant operators at the airport include Naples Air Center, Naples Air Inc., London Aviation, Naples Jet Center, and several car rental agencies. Naples Airport is a designated base for disaster relief and provides space for many public services including AngelFlight Southeast, Civil Air Patrol, Collier County Emergency Medical Services – MedFlight, Collier County Sheriff's Office Aviation Unit and SWAT Headquarters, Collier Mosquito Control District, Humane Society Naples and the National Weather Service Reporting Station. The airport also is home to the Museum of Military Memorabilia. The 900-square foot museum is located in the airport's commercial service terminal along North Road.

In 2017, the Authority had 95,000 operations. For fiscal year 2018, the Authority has an operating budget of \$13.3 million and a CIP budget of \$12.1 million. Projects completed or underway in FY2018 include an update of the Airport Master Plan and design and construction of a new ARFF Station. Projects listed in the FY 2018 budget include the Taxiway D - West Quad design and construction; Taxiway D – realignment North Quad design and construction; and T-hangar and box-hangar development South Quad.





The FBO

The airport has maintained the proprietary exclusive right to sell aviation fuel at Naples Municipal Airport and operates the FBO that provides superior red-carpet service with a number of recent acknowledgements:

- 100% compliance with all FAA FAR Part 139 inspections.
- 2017 5th best independent FBO (top ranked publicly operated FBO) in the United States and 13th best overall fixed-base operator by the readers of Professional Pilot magazine.
- 2013 Community Affairs Award provided by the Florida Airports Council.
- 2012 General Aviation Airport of the Year by the Florida Department of Transportation.

The Naples FBO Offers:

- Red Carpet Service
- 24 Hour Security
- NATA Safety 1st Trained Staff
- "Lightning" Fast Quick Turns
- Wi Fi Internet Connection
- Complimentary Coffee, Ice, Newspapers
- Gourmet Catering Services
- Potable Water
- Expanded Ramp
- Conference Rooms
- Work Out Facility with Showers
- Passenger and Crew Lounges

All of the line service staff with the Naples Airport Authority undergo extensive training. All of the Operations staff have completed the "NATA Safety 1st Program." They also complete three other training programs on a bi-annual basis to ensure that the staff are highly trained and capable of handling aircraft.

In addition to traditional line services, the Naples FBO also offers other customer service amenities such as on-site conference rooms, hotel and ground transportation reservations, a passenger lounge, offices, fitness facilities, catering, and much more.

The Naples Airport Authority amenities include a pilot's lounge with a large flat screen TV, as well as a weather data station, flight planning center, internet computer, PC stations with a printer, and a crew car. They also provide transportation to an ATM located across the street from the airport as well as transportation to and from close area restaurants.

There is a prepaid fuel program and a volume discount fuel program. The staff maintains the highest quality of standards in the business. We are committed to providing the best possible product to our customers. The Naples Airport Authority has teamed up with AVFUEL and have become one of their top fuel dealers. All of the Jet A product is pre-blended at the terminal to maintain the highest possible quality.

Our staff is dedicated to testing, spot-checking, quality control and maintaining the highest standard above and beyond the A4A 103 fuel standards.

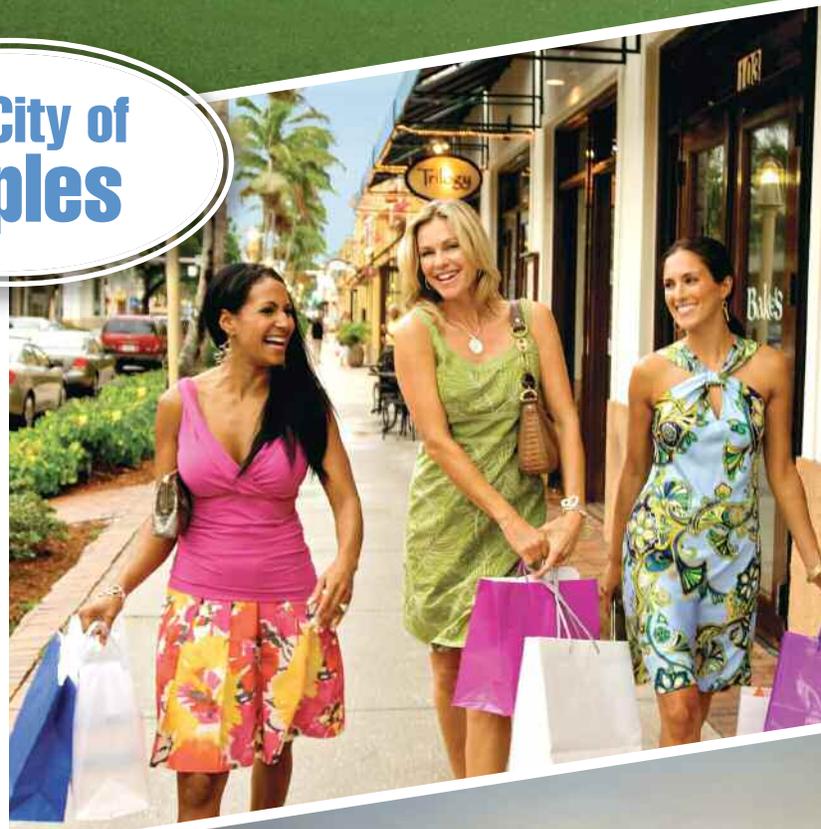


The City of Naples

The Community

Collier County is located on Florida's southwest coast approximately 150 miles south of Tampa. As of the 2010 census, the population was 321,520. It is a diverse mix of urban and rural areas and coastlines and inlands. One of the largest geographical counties east of the Mississippi River, the County encompasses over 2,000 square miles and has something for everyone. The area is known as Florida's Paradise Coast; famous for its pristine beaches and magnificent sunsets. The County's largest city and county seat is Naples. With a population of 21,000, it is known as the winter home for many from the Midwest and for its unique restaurants and shopping. Marco Island, the second largest city (population 17,000), is known as a tourist destination and for its wide, white sand beaches. The only other city in the County is Everglades City (population 400) and is the western gateway to the world-famous Everglades National Park as well as Big Cypress National Preserve. These two areas cover more than two-thirds of the County's total land mass and are a nature lover's paradise.

Once considered a sleepy retirement community, the area is now home to a growing number of permanent residents and young families looking for a premier lifestyle and new opportunities. The area answers that demand with a nationally recognized parks system that includes a water park, an expansive library system, theater, music, museums, a recently expanded zoo, and (as commonly reported) the most golf courses per capita in the world.
(continued...)





The Community *(continued...)*

Local shops and boutiques abound as well as nationally recognized chain stores. The schools are excellent, and housing prices are relatively reasonable but climbing again now that the Great Recession is over.

Beaches & Outdoors

Naples' year-round sunny weather is perfect for exploring the outdoors. Despite being in one of the fastest growing areas in the country, Naples and surrounding Collier County still maintains many of its natural features and attractions.

You'll find beautiful surroundings, warm sands and spectacular sunsets, no matter where you choose to lose your shoes and dip your toes in the water.

In addition to the sugar-white sand beaches for which Naples is famous, Southwest Florida's Gulf Coast is home to a massive ecosystem. Rent a kayak or a canoe for a day and explore all of the pristine bays, inlets, estuaries, and mangrove forests that house our many natural resources.

Everglades National Park and Big Cypress National Preserve are two of our most famous, but we also have many state, local and private parks and preserves perfect for viewing birds and other wildlife and enjoying outstanding outdoor recreation, including nature photography, fishing, hiking and boating.

You might also consider taking an airboat ride through the Florida Everglades, the largest subtropical wilderness in the United States. You'll be able to see firsthand the indigenous wildlife and plant life that make this internationally famous area so important to the environment.

Arts & Culture

Whether your passion is paintings or sculptures, symphonies or rock bands, Broadway or one-man shows, Naples belies its small-town feel with a growing cultural hub of offerings sure to please the widest variety of artistic tastes.

In Collier County alone, there are 58 non-profit arts groups and cultural destinations, according to the United Arts Council of Collier County. Such groups include a full range of organizations, from large to small, like Artis Naples, the von Liebig Art Center, the Sugden Theatre and volunteer groups like the Bach Ensemble, the Pastel Society and the Barbershop Chorus.



The Community *(continued...)*

Restaurants & Shopping

Our dining scene in Naples is as dynamic as it is diverse and often showcases locally grown and harvested fresh vegetables and seafood. The chefs are accomplished and acclaimed and are known for raising the bar with their innovative creations.

From casual to formal, waterfront to neighborhood, downhome to cosmopolitan, every dining desire can be delightfully fulfilled in Naples.

Thanks to the discriminating and sophisticated clientele of Naples' flagship restaurants and the arrival of talented newcomers, the restaurant environment is always changing, always adapting. But, as anyone can tell you, there are some decidedly "local" dining experiences here that are simply not to be missed.

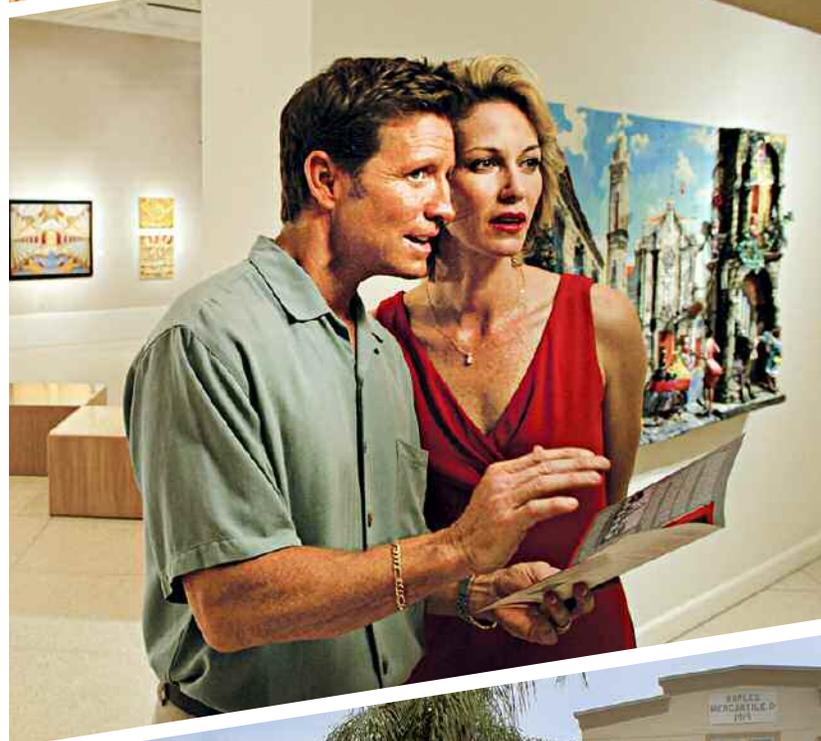
Ask around. Foodies, who can be found everywhere, will be more than happy to tell you where to find the tastiest grouper sandwich, tangiest key lime pie, and freshest, just off the boat stone crabs. Naples is a gastronomic feast.

Shopping in Naples offers a myriad of options. Whether you're looking for antiques or that new designer handbag, one of Naples' more than 30 shopping centers is bound to have it.

A few hours among the restaurants and local shops will show you why Fifth Avenue is known as the Heart of Naples. As you stroll down its banyan-laced sidewalks to admire the Mediterranean architecture, browse the various galleries, wineries, and clothing shops that line the streets. Fifth Avenue is also just a few blocks away from our famous beaches.

If you really want to experience the Naples of old, then you should check out Third Street South, Naples' oldest commercial district. Look for the latest fashions and accessories at Marissa Collections, sample an island meal at Tommy Bahama or outfit your table with the finest in flatware from Christotle. The winding avenues include some spectacular art galleries and any number of surprisingly beautiful shops.

Before you leave, make sure you also stop by the upscale Waterside Shops for some of the finest designer-brand retailers from around the world. Featuring 60 major-name and local retailers set among cascading waterfalls and captivating architecture, Waterside is bound to impress even the most discerning customer. You might also want to explore the Village on Venetian Bay, a quaint collection of nearly 60 shops situated directly on the waterfront. And, of course, if you're in the mood for the traditional mall experience, look no further than the Coastland Center, home to over 150 stores, and adding more all the time.





The Position

The APF FBO Manager is expected to manage and plan all FBO activities; including aircraft servicing, ground handling, office/flight support facilities, ramp management, personnel and office administration associated with airside flight line activities. This includes the servicing of general aviation, military and commercial service aircraft with fuel and oil, and other services including but not limited to baggage and cargo handling.

The successful candidate will need to demonstrate exceptional customer service and people skills without compromising operational safety. Examples include: attentiveness, patience, clear verbal and written communication skills, effective time management, embodying a calm presence, handling surprises, and the innate ability to “read” customers and users of the FBO.

This is a fast-paced environment with a high volume of fuel sales. As an example of this statement, the Naples Airport Authority recently completed a time-lapsed video of one of their busy days. Please [click here](#) to view this one-minute video.

For a complete job description, [click here](#).

Essential duties include:

- Responsible for the daily activities of the FBO and ensuring appropriate staffing.
- Inspire staff to perform duties and achieve goals using practices and procedures that contribute to a safe, profitable, positive and enjoyable work environment.
- Provide leadership, technical training and supervision for staff, hiring, development and performance management.
- Coordinate with airport tenants and other customers to assure safe, efficient and timely delivery of service. Resolves customer service issues.
- Manage the operation of fuel storage facilities and be responsible for maintaining adequate fuel inventories.
- Coordinate with facilities department to ensure FBO facilities and equipment are maintained and operating properly. Initiate incident reporting, investigation and assist solution planning for preventing recurrence.
- Assist in developing strategic goals and objectives for the department.
- Assist with the preparation and administration of the department’s annual budget.
- Assist with coordination, negotiation, and administration of airport fuel, rental car and related line service contracts.



Position Preferences

It is preferred that the successful candidate will have a minimum of seven (7) years related experience in the FBO industry and a Bachelor's degree (B.A.) from a four-year college or university in aviation management or business administration. An equivalent combination of education and experience may be acceptable.

Salary & Compensation

The starting salary range for this position is expected to be between \$75,500 to \$95,800 with an attractive benefit package. A higher starting salary may be possible for the exceptional candidate.

How to Apply:

A. Please submit both a cover letter and résumé. We require your files to be submitted as PDF documents. We prefer that you send both your cover letter and résumé as one combined document. *Please do not send your cover letter in the body of an email.* Send your **PDF** files to ADK Executive Search at: APFFBO@adkexecutivesearch.com

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

Filing Deadline: Friday, January 12, 2018

Only complete electronic submissions will be considered.

Email questions to: APFFBO@adkexecutivesearch.com

Florida has a very broad public records law. Most written communications to or from Naples Airport Authority officials and employees regarding Authority business are public records available to the public and media upon request. Your e-mail communications and e-mail address may therefore be subject to public disclosure.