



The City of Boise Department of Aviation Invites Applications for Deputy Director of Finance & Administration

Boise Airport (BOI)

Boise, Idaho

Executive Search Services Provided by ADK Consulting & Executive Search



The Airport

Boise Airport is joint civil-military airport three miles south of Boise, Idaho. The airport is operated by the city of Boise Department of Aviation and is overseen by an Airport Commission.

The Boise Airport makes a great first impression for the region and its many businesses. Boise Airport is served by six airlines that offer direct flights to 21 nonstop destinations with connecting flights to thousands of cities worldwide. There are currently more than 40 aviation related tenants at the Boise Airport.

The current airport has its origins traced back to 1936 when Boise began buying and leasing land for the airport. By 1938, Boise had the longest runway in the United States at that time, 8,800 feet (2,680 m) long. The steel hangar for Varney Airlines was moved to the present field in 1939. As the size of aircrafts grew, the hangar was no longer able to hold aircrafts and was converted into a passenger terminal. It was part of the modern terminal facility until the completion of the new terminal in 2003.

As an essential form of business transportation, BOI has helped shape the size and structure of the local business landscape. Warehousing, office parks, hotels and aviation-related operations have been attracted to the efficiency, convenience and proximity of the airport. Boise Airport also serves as the gateway for tourists and business travelers creating that important first impression for our region. *(continued...)*

The Airport *(Continued...)*

BOI is also a land of opportunity as the airport owns or controls more than 5,000 acres surrounding the airfield. A street relocation project has opened more land for development and much needed space for general aviation facilities, including hangar space which is at capacity. The Terminal and concourse area footprint allow for a mirror image of the existing terminal and B Concourse, effectively doubling passenger capacity to more than 6 million annually.

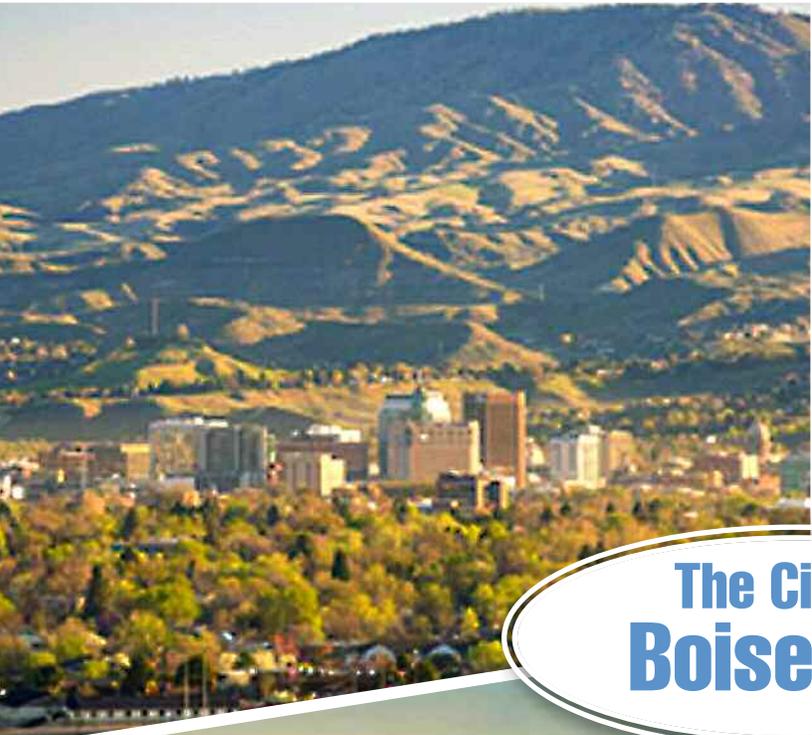
The Idaho Transportation Department, Aviation Division, conducts an Economic Impact Study for Boise Airport and other aviation facilities throughout the state approximately every 10 years. The most recent survey, completed in 2009 and published in 2011, reflected that impact with at more than \$1.3 billion.

In 2003, the current terminal expansion was completed at a cost of \$108 million.

In 2013, a new Air Traffic Control Tower was built on the south side of the airfield, the tallest building in Idaho at that time. The tower serves Boise and Bozeman airports.

Enplanements as of September 2017 were 1,303,218 and the airport has approximately 115,550 operations per year.





The Community

Boise is Vibrant. First-time visitors often comment on Boise's vibrancy. Its vitality. Its energy. With an active arts community and lively downtown filled with shops, restaurants, night spots and – yes – people, Boise is alive with entertainment options.

Boise is Active. When in Boise, do as the locals do: get outside! The city's mild, four-season climate and easy access to mountains, rivers, lakes and more, make it a haven for those looking to explore beyond the city.

Boise is Unforgettable. Memories are made in moments. In the cheer of a crowd. The thrill of experiencing something new. Of something unexpected. That's what makes Boise, with so many different events, sports and other exhilarating experiences, so extraordinary.

The City of Boise is...

Boise is no ordinary place. Here, outdoor pursuits exist in perfect sync with city life. In just minutes you can escape to float a river, ski, boat, hike, bike and more. Boise is quickly becoming a hub for sports fans, too. Home to the famous blue turf of the Boise State Broncos, we also have minor league baseball, ice hockey and basketball teams. So, come watch a game, even a rodeo, or play on one of the many golf courses and other sporting venues available in the city.

Boise, the capital of Idaho and largest metropolitan center between Portland and Salt Lake City, offers beauty and adventure both outdoors and within our thriving arts scene. You'll find installations, murals and public art around the city, and can tour the Boise Art Museum, Idaho Anne Frank Human Rights Memorial, Zoo Boise, Discovery Center of Idaho, historical museums and other cultural hotspots within a few blocks of one another.

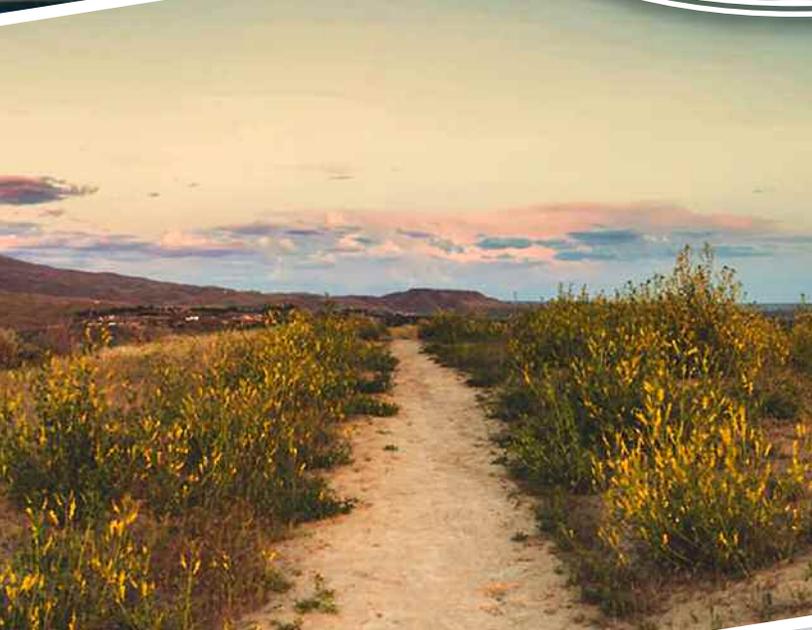
Nationally-renowned theater and performing arts companies also call Boise home, including the Boise Contemporary Theater, Idaho Shakespeare Festival, Ballet Idaho, Idaho Dance Theatre, LED and Idaho's premier performing arts center the Velma V. Morrison Center.

Boise's food scene is diverse and delicious with distinctly Idaho highlights. Often using ingredients sourced from local farms and ranches.

For endless variety in one stop, try downtown Boise. Nearly every style of food and attitude is on display—from swank lounge menus to casual pub fare to ethnic cuisines.

At night, the downtown core becomes a full-on playground. With an active local and regional music scene, several clubs and venues often feature live entertainment. Home to a distillery and several breweries, you can find a perfectly made cocktail or small-batch brews in spots across the city.

Community Information: Boise.org



The Position

Under the general direction of the Airport Director, the Deputy Director of Finance & Administration is responsible for management and oversight of finance, fiscal and accounting functions including department budget preparation and oversight, federal grant and passenger facility charge (PFC) program oversight, capital improvement program oversight, rate setting, and federal reporting. Responsible for management and oversight of ground transportation including public parking, taxi and shuttle operations.

Essential Functions Include:

- o Completes financial analysis to ensure airline rates are calculated in compliance with contract. Identifies projects that require airline approval including serving as primary contact to airline affairs committee on rate and capital projects. Conducts cash flow analysis to ensure adequate funds are available for capital projects and operations. Analyzes return on investment/rates for non-airline leases. Ensures compliance with bond covenants such as debt service coverage. Issues short and long-term debt. Coordinates development of airport consultant report needed to issue debt. Reviews bond documents and performs analysis for airport bond ratings for new and existing debt.
- o Manages grant and passenger facility charge (PFC) programs including compliance with federal reporting requirements, obtaining Federal Aviation Administration (FAA) reimbursement, reconciling grant accounts, and determining eligible costs. Serves as the primary point of contact for the FAA on finance issues. Coordinates closeout of PFC applications and preparation of the annual revenue diversion report.
- o Oversees capital and operating budgets. Coordinates development of two-year budget. Prepares trimester reports. Oversees budget to actual and takes appropriate action for variances. Identifies and implements funding sources for capital projects including operating cash flow, passenger facility charge (PFC), customer facility charge (CFC), and grant and debt. Works with other senior staff to monitor and update the six-year capital improvement program and maintains the updated Capitol Improvement Project program.
- o Prepares monthly financial statements including comparative income statement, top 20 revenues and expenses, and analyzes variances. Makes recommendations to Airport Director on actions needed to reduce costs and increase revenue. Presents information to Boise City Council and Airport Commission when requested. *(continued...)*





- o Participates in negotiations of contracts and agreements including airline operators, car rental, concessions, and fixed based operators. Participates on various external and inter-departmental committees as requested by the Department Director. Acts as Airport Duty Manager on a rotating basis with other departmental managers as assigned.
- o Manages ground transportation by overseeing the parking contractor management agreement to ensure contract compliance and service level objectives are met. Enforces rules and regulations with taxis and shuttles. Serves as primary contact between Airport and ground transportation operators. Runs reports on parking revenue control system, ensures the system is functioning properly, and takes appropriate action when it is not including communicating with the appropriate parties.
- o Coordinates closings for month end and year end. Works with internal, external and federal audits to provide information for audits. Implements procedures to enhance internal controls. Provides oversight and guidance to aviation department employees to facilitate compliance with city policy and rules (purchasing, payroll, etc.). Reviews reports submitted by concessionaires to ensure proper payments are remitted. Implements controls to ensure accounts are properly monitored and receivables are paid in timely manner.

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

Position Qualifications

Bachelor's degree in Accounting or related field and five years progressively responsible experience managing finances in a small hub or larger airport environment.

Master of Business Administration or Public Administration or related; Certified Public Accountant; and/or Private Pilot's license is preferred.

Salary & Compensation

The salary for the Deputy Director of Finance & Administration is up to \$140,000 depending on experience, with an attractive benefits package.

How to Apply:

To apply online, [click here](#).

Project Manager: **Annell Kuelpman**
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Filing deadline: Sunday, August 26, 2018

