



FLYBUR
Hollywood Burbank Airport

The Burbank-Glendale-Pasadena Airport Authority
Invites Applications for

Executive Director

Hollywood Burbank Airport (BUR)

Burbank, California

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

Hollywood Burbank Airport (BUR) is a public airport three miles northwest of downtown Burbank, in Los Angeles County, California. The airport serves the northern Greater Los Angeles area, including Glendale, Pasadena, and the San Fernando Valley. BUR is the only airport in the area with a direct rail connection to downtown Los Angeles.

Located on 550 acres, BUR is the closest L.A.-area airport to the majority of L.A.'s most popular tourist destinations, as well as attractions in nearby Glendale and Pasadena.

The airport is owned by the Burbank-Glendale-Pasadena Airport Authority, controlled by the governments of those cities. The Airport Authority contracts with TBI Airport Management, Inc. to operate the airport. The Burbank-Glendale-Pasadena Airport Authority is a separate government agency created under a joint powers agreement between the three cities of Burbank, Glendale, and Pasadena in 1977 for the sole purpose of owning and operating the Hollywood Burbank Airport.

The mission of the Airport Authority is to provide state-of-the-art regional airport facilities and related services which are efficient, safe, convenient, and user-friendly, while being a good neighbor.

The Authority consists of nine Commissioners, three from each city. The Commissioners from each city are appointed by their city council.

BUR is served by six commercial airlines: Alaska, American, Delta, JetBlue, Southwest, and United. BUR also has two on-site fixed-base operators (FBOs), Million Air Burbank and Atlantic Aviation. Cargo carriers include FedEx and UPS. BUR has two terminals, A and B, from which all commercial airlines operate. Both terminals have a combined number of 14 gates, with nine gates in Terminal A and five gates in Terminal B.





The Airport *(continued)*

BUR offers a variety of on-site services and amenities for passengers, including complimentary services for passengers with disabilities. The Airport is served by eleven on-site rental car companies, all located in the Regional Intermodal Transportation Center (RITC). BurbankBus and Metro Bus provide service on the ground level of the Regional Intermodal Transportation Center (RITC), and Amtrak and Metrolink both stop at the Airport Train Station. Local hotels also provide complimentary shuttle service from the shuttle island in front of the terminal.

BUR serves 3.8 million passengers each year and handles 112.5 million pounds of cargo. There are approximately 118,543 total aircraft operations.

2014 saw the opening of the Regional Intermodal Transportation Center (RITC), a \$122 million project. Currently, Hollywood Burbank Airport is working with the Burbank community and neighboring cities to build a safer, 14-gate replacement terminal that is farther from the runways and meets current earthquake design standards, with the same convenience and easy access that Burbank residents and all air travelers now enjoy while providing new amenities typically available in modern terminals – at no cost to the Burbank taxpayers. The Airport will maintain the same number of gates (14) as well as its efforts to protect neighboring communities.

Capital budget amount for fiscal year 2016 = \$14,475,000. The next two fiscal years will significantly increase due to runway rehabilitation projects, and the continuing efforts towards a replacement terminal. The Operational budget for fiscal year 2016 is \$39.9 million.

There are 119 employees at BUR, 48 represented and 71 non represented.

The Community

Burbank, Glendale, Pasadena, and Los Angeles

Hollywood Burbank Airport is surrounded by four of the most well-known cities in Southern California: Burbank, Glendale, Pasadena, and Los Angeles. Located in the northern part of Los Angeles County, the Airport is easily accessible from all four cities by freeway, bus, or train, and is the closest airport in the L.A. Basin to many of the region's most popular attractions.

If you're looking for a great place to raise a family, the Burbank, Glendale, and Pasadena Unified School Districts have received national recognition for their academic achievements, rigorous curricula, and outstanding teachers. The three cities are also home to several well-regarded community colleges and four-year universities, including Glendale Community College, Pasadena Community College, Woodbury University in Burbank, and the California Institute of Technology in Pasadena. The University of California Los Angeles and the University of Southern California are also less than an hour's drive away.

The region also offers plenty of family-friendly excursions. The area's professional and college sports teams play their home games at the Rose Bowl Stadium, Dodger Stadium, and Staples Center—all less than a 30-minute drive from the Airport, so it's easy to catch a game after work. The Norton Simon Museum, the Huntington Library and Botanical Gardens, the Autry, the Getty Center, the Natural History Museum of Los Angeles, and the California Academy of Sciences feature exhibits that include everything from Native American art and greater Los Angeles history to models of dinosaur skeletons and the Endeavour Space Shuttle.

If you're interested in Hollywood glamour, Burbank is the Media Capital of the World and home to both Warner Bros. and Disney, with Universal Studios and the brand-new Wizarding World of Harry Potter just a 12-minute drive away in Universal City. Some of the world's favorite films and television shows are shot on location at Warner Bros., and you can be part of the action when you attend a taping or take a studio tour. On any given day, you could glimpse a movie star at one of Burbank's 170 diverse restaurants and cafes, shop at a vintage boutique in the picturesque and highly walkable Magnolia Park district, or stop by one of the city's informal classic car shows at Bob's Big Boy.





The Community *(continued)*

World-class shopping and dining also abounds in Glendale. Combined, the Glendale Galleria and the Americana at Brand offer more than 50 restaurants, with options ranging from fine dining to fast food, and over 200 stores, including high-end boutiques devoted to brands such as Kate Spade, Calvin Klein, and Diane von Furstenberg, as well as department stores such as Nordstrom, Bloomingdale's, and JCPenney. Glendale's also one of the ten safest cities in the United States among cities with populations between 100,000 and 500,000.



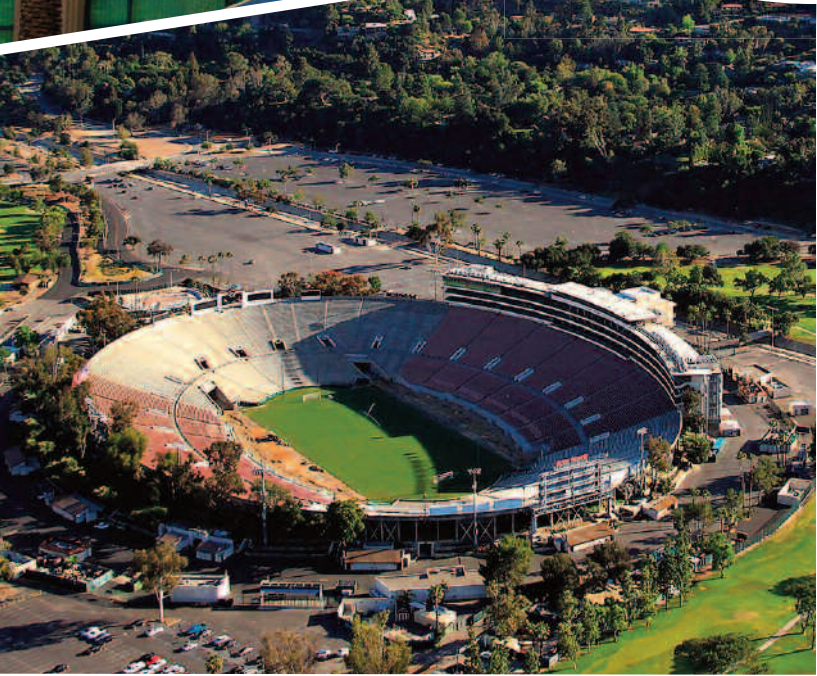
Pasadena is an arts, culture, and history hotspot, with more restaurants per capita than New York City. Sunset Magazine declared it the "Best Arts Town of the West," and the city was featured in the January 2015 edition of Better Homes and Gardens. Over 10 percent of Pasadena is historically designated, with notable sites such as the Gamble House, City Hall, and the Colorado Street Bridge serving as testaments to early 1900s architectural style. The city is also home to the Pasadena

Playhouse, the official State Theater of California and a national historic landmark, and Vroman's Bookstore, the oldest independent bookstore in California.



In addition to great shopping, dining, and schools, other perks of the region include proximity to multiple transit systems that extend across Southern California. You can

catch the Amtrak Pacific Surfliner at the Bob Hope Airport Train Station and take a trip as far north as San Luis Obispo or as far south as San Diego. The BurbankBus connects the Airport and Burbank to the North Hollywood Red Line Station, where you can take an express Metro Bus to Glendale and Pasadena or where you can ride the Metro Red Line train, which connects to the larger Metro Los Angeles subway system. Metrolink trains also stop at stations in Burbank—including the Airport station—Glendale, Pasadena, Los Angeles, and Orange County. It's never been easier to take the train to the plane!





The Position

As an employee of TBI/Airports Worldwide (AWW), the executive director will report to the Burbank-Glendale-Pasadena Airport Authority. The executive director is responsible in a leadership capacity for creating and/or embracing the vision, mission and operational goals and objectives of the Authority and for motivating and inspiring staff to become a high performance delivery of services organization. In addition to the reporting relationship to the Authority, the executive director will have reporting responsibilities to TBI/Airports Worldwide executive leadership. As the senior executive for TBI/AWW at BUR, the executive director will be ultimately responsible for contract performance and the contractual relationship with the Authority.

As the airport's leader, the executive director will establish and maintain a premier customer service focused organization guided by high standards, policies and procedures, and operating principles set to enhance the visitor, passenger, airline tenant experience. As airport director, in a senior executive capacity, the incumbent is responsible for leading, directing the oversight of the planning and development and the execution of the Airport's New Terminal Development program in accordance with the Commission and City of Burbank's approved Airport Conceptual Term Sheet.

The executive director will lead the airport organization during the transitioning years ahead, investing prudently and wisely in the 1930s-built structures while simultaneously designing and constructing new facilities fit for the demanding 21st Century airport passenger, visitor and air carrier. The executive director will report to the full Commission; accountable to Commission Committees (Operations and Development, Finance, Legal, other) and subcommittees; and is responsible and accountable for staff's execution of Commission mandates, program initiatives, policy statements and for operating the airport each fiscal year within the adopted budgets, and in accordance with Commission authorizations.

This position is also responsible for leadership and oversight of the solicitation, selection, or competitive bidding of contracts in accordance with the public contract code, funding and regulatory agency guidelines and responsible for the management and oversight of staff.

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



The ideal candidate will display:

- INITIATIVE – generates ideas for improvement.
- INTERPERSONAL SKILLS – promotes a productive culture by valuing individuals.
- TEAMWORK – shows commitment to the team’s purpose and goals.
- DECISION MAKING – uses sound judgment to make informed decisions.
- MOTIVATION – displays energy and enthusiasm to approaching the job.
- COMMUNICATION – expresses ideas effectively, listens actively.
- INTEGRITY – adheres to policies and procedures, applicable laws, codes and regulations.
- ACCOUNTABILITY – willingness to accept full responsibility in meeting airport goals and objectives.

Position Requirements

Candidates must have a Bachelor of Science Degree in Aviation Management, Business Administration, Public Administration or closely related field and Five (5) plus years of experience serving in a demonstrated executive capacity working within the public sector either for an airport, port, public agency or as a consultant to public agencies in an executive capacity. A.A.E. accreditation is preferred.

Salary & Compensation

The salary for this position is \$285,000 DOE with an attractive range of benefits.

How to Apply:

A. Please submit, **in PDF format**, both a cover letter and résumé. One file is appreciated. *Please do not send your cover letter in the body of an email.* Send your **PDF** files to ADK Executive Search at: **BUR@adkexecutivesearch.com**

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

Filing Deadline: Monday, June 6, 2016

Only complete electronic submissions will be considered.

Email questions to:

BUR@adkexecutivesearch.com