



NORTHWEST FLORIDA
BEACHES INTERNATIONAL AIRPORT

The Panama City-Bay County Airport & Industrial District
Invites Applications for

Director of Finance & Administration

Northwest Florida Beaches International Airport (ECP)

Panama City Beach, Florida

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

The Northwest Florida Beaches International Airport (ECP) officially opened on May 23, 2010 as the first international airport built in the United States post-September 11. ECP is located in Bay County on 4,000 acres, with a large amount of real estate surrounding the airport available for commercial development.

The Airport is owned and operated by Panama City-Bay County Airport and Industrial District. The Panama City-Bay County Airport and Industrial District (District) was established pursuant to a special act of the Legislature in 1967, recodified and amended by Chapter 2005-311, Laws of Florida, and subsequently amended by Chapter 2010-274, Laws of Florida. The District is governed by a seven-member board. Members are appointed for four-year terms.

The Airport's terminal is 125,000 square feet with seven gates. The runway is 10,000 feet long and 150 feet wide. The Airport's elevation is 69 feet / 21 meters above sea level.

ECP is served by four airlines: Delta, Southwest, Silver Airlines and United, which provide service to 8 non-stop destinations. FBO Services are provided by Sheltair.

Capital Improvement Projects include two new passenger loading bridges, FEMA – Stormwater Repair and Mitigation Projects, taxiway improvements, a large aircraft parking ramp and ongoing mitigation projects.

The 2016 capital budget is approximately \$10.6 million dollars and the operations budget is approximately \$13.3 million dollars. Enplanements for the year ending 2015 were 450,000 and airport operations totaled approximately 65,000.

There are 53 employees at ECP.





The Community

Northwest Florida is home to the world's most beautiful beaches on the Gulf of Mexico situated on the Panhandle region of Northwest Florida. Whether you're in Panama City Beach, Florida's Forgotten Coast or the 15 beach neighborhoods of South Walton, there is something here for everyone. From sugar-white sand and emerald green water, to some of the world's best sport fishing and golf, year-round festivals, excellent restaurants, and many family friendly activities, your options are endless.

The startling white sand of the more than 50 miles is a perfect foreground for the emerald waters of the Gulf of Mexico. The sand is actually quartz crystals which have been broken down, polished and deposited on the shore. The Gulf of Mexico is right at our front door with a wide variety of waterfront activities on the "World's Most Beautiful Beach" including diving, snorkeling, paddle boarding, fishing and sailing, to name a few. Additionally, we have fresh water activities just north of our region. It is an outdoorsman's paradise.

We are located approximately 100 miles southwest of Tallahassee, Florida's capital city. We are only 80 miles south of Dothan, Alabama; 100 miles east of Pensacola, Florida; 300 miles south of Atlanta, Georgia; 270 miles west of Jacksonville, Florida, and 315 miles east of New Orleans, Louisiana.

The area averages 320 days of sunshine per year, with a pleasant climate of 67 degrees average annual temperature. The average temperature is 89 degrees in the summer and 59 degrees in the winter. The average elevation is 13 feet above sea level. The region receives 67 inches of annual precipitation. Snowfall is rare in the region, with occasional flurries in the winter months. Winds are southerly in the summer and northerly in the winter.

On the surface, our area is home to beautiful, white, sandy beaches, and millions of tourists venturing to the vacation destination each year, but there is more to Bay and Walton Counties than the beach. Our tight-knit community has a small town feel with people who share common values.

We also have a strong cultural presence including festivals, concerts, theatrical productions, art exhibits, museums, motorcycle rallies, athletic events and tournaments and much more though out the year.

**Panama
City**

The Community *(continued)*

Our area is home to acclaimed events such as the 30A Songwriters Festival, Sandestin Wine Festival, Art Week, Seaside School Half Marathon, Pepsi Gulf Coast Jam, Seabreeze Jazz Festival, Ironman Florida, and the New Year's Eve Beach Ball Drop.

After a day in the sun, while watching a picturesque sunset, taste of local flavor may be just what you're craving. Our region has many award-winning restaurants that boast the "seafood you're eating today was asleep in the Gulf last night." From downtown cafes and eateries to Gulf-front fine dining, the possibilities are endless. Enjoy a delicious meal at some of the best restaurants on the Gulf Coast.

The area is also home to premium golf courses, a brand new conservation park with 24 miles of trails, historic downtown areas, and all of the beach and water attractions.

The diverse communities in the area offer a variety of housing opportunities, including beach front condominiums, single-family neighborhoods, golf course communities, and unique historic districts offering real estate solutions at every price point.

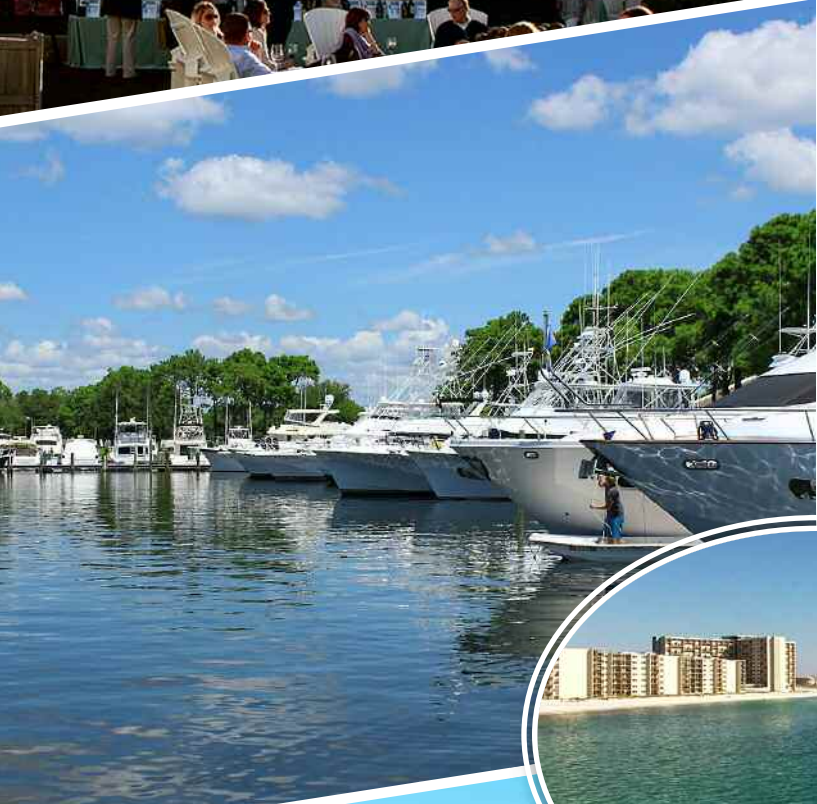
Forecasted by CNN.com's Money Magazine as the top city for the fastest growth in the nation, Panama City Beach is undergoing unprecedented growth and development. The Panama City Beach area has more than doubled in population in the past 10-15 years while maintaining a "beach attitude" where you can watch the sunsets and sunrises; stroll on the beach; play in the water; or amble through acres of beautiful wooded natural Florida. A new skyline of distinctive architecture fills the horizon, from classic seaside bungalows to sleek Caribbean-style resorts. New restaurants, museums, theaters, galleries and boutiques are arriving on the scene daily. Pier Park Panama City Beach is a 900,000+ square foot Florida shopping center and entertainment hub located in the heart of this beachside city. Serving as the premiere Northwest Florida shopping destination, this mecca offers dining, specialty shops, attractions, events and more. The renovation of Front Beach Road brought the community sidewalks, bike paths, tropical landscaping, a public trolley system and a fresh new look to the beach.





The Community *(continued)*

Hailed by Time magazine as perhaps “the most astounding design achievement of its era,” Seaside is in South Walton and on the famous 30A Highway and is credited with founding a global town-planning movement known as New Urbanism. You’ll find kids walking to Seaside Neighborhood School, and The Repertory Theatre, where actors are busy rehearsing for tonight’s big show. Travel is by foot or bicycle. There’s a town grocer, a book and record store, art and jewelry galleries, cafes, toy shops, clothing boutiques, a weekly farmer’s market, outdoor concerts, and movies under the stars.



The quality of education is very important to families moving to a new city. The areas school systems are committed to educational excellence, and are making great strides in becoming a national leader in education. The Florida Department of Education ranked Bay District Schools and Walton District Schools in the top 25% of all public school districts in Florida. Three colleges also reside in our area— Gulf Coast State College, Northwest Florida State College, and Florida State University-Panama City.

The military and defense contracting play a significant role our region with Tyndall Air Force Base and Naval Support Activity both in Panama City and Eglin Air Force Base and Hurlburt Field to the west. The Region is home to F-35 training squadron, F-22 training squadron, F-22 operational squadron, Navy Dive School as well as other numerous commands supporting our national defense.



Our growing community lures people in with the beauty of the area, business, educational opportunities, cultural activities and southern charm. A seemingly leisure lifestyle rests on the surface of a booming economy that provides an excellent quality of life to our citizens. Northwest Florida is a great place to visit, live, work, and play.



The Position

Under general supervision of the Executive Director, the Director of Finance and Administration directs all fiscal management, human resources and administrative functions of the Airport Authority.

Responsibilities include lease and property administration; airport insurance program and fiscal administration of federal and state grant programs.

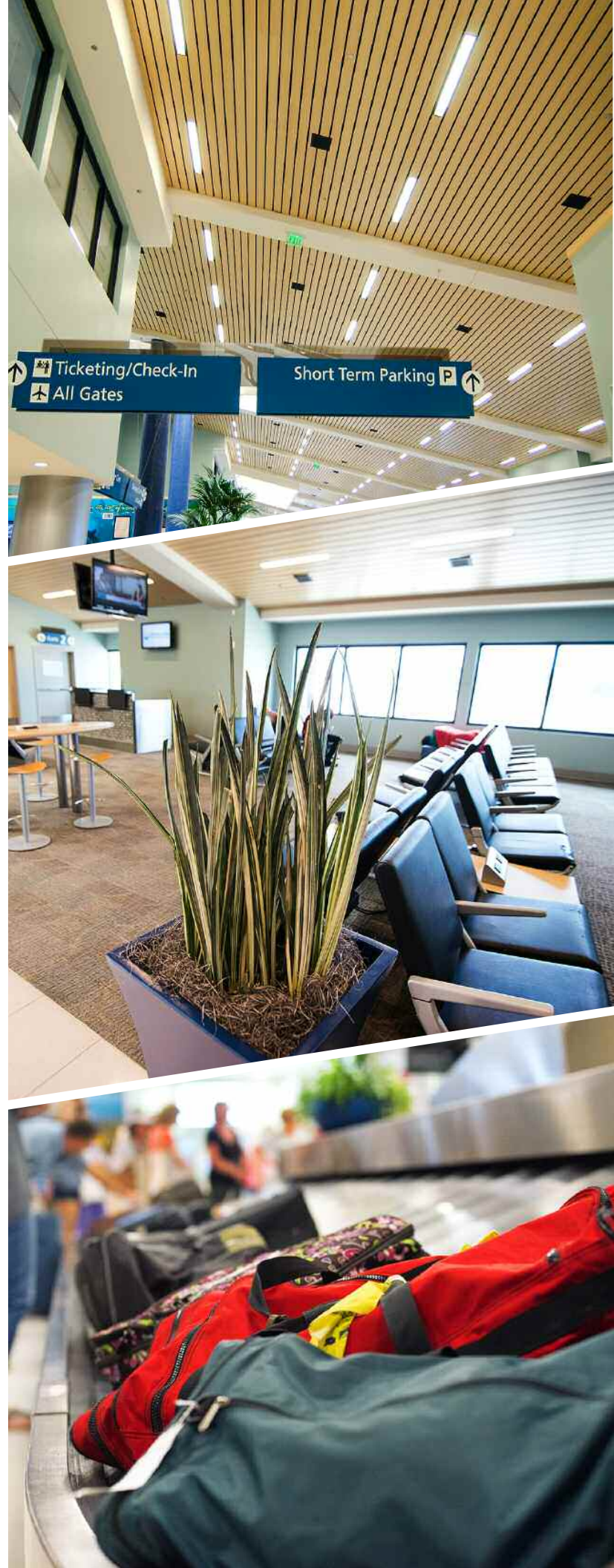
The incumbent will prepare and coordinate the collections, interpretation, recording and distribution of financial records and reports; monitor fiscal activities and insures compliance with applicable federal, state and local regulations; coordinate fiscal services with banks and financial agencies; develop and maintain required accounting and bookkeeping systems and procedures, including journals, general ledgers and subsidiary ledgers; coordinate annual audit with external auditors; and implement changes recommended by auditors.

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

Position Requirements

Graduation from an accredited four-year college or university with major course work in accounting, finance or business administration; and five years of progressively responsible professional experience in governmental or commercial accounting or finance; or any equivalent combination of education, training and experience; thorough knowledge of accounting, financial and personnel management principles, practices and techniques; Certified Public Account or equivalent experience desired.

Must possess strong interpersonal administrative skills and the ability to interface with and effectively communicate with Airport staff, users, tenants, consultants, governmental entities and the general public; must be able to communicate effectively in both oral and written form. Employee must be accredited by the American Association of Airport Executives or complete the accreditation process within three years of the date of hire.





Salary & Compensation

The salary range for this position is \$72,000 - \$111,240 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:

ECP@adkexecutivesearch.com

B. Please complete the ADK employment application form at:

[ADK Application Form](#)

(this is a secure link)

Filing Deadline: Friday, June 24, 2016

Only complete electronic submissions will be considered.

Email questions to:

ECP@adkexecutivesearch.com

