

# Florida Airports Council (FAC)



**Florida Airports Council  
Invites Applications for  
President/Chief Executive Officer**



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## THE FLORIDA AIRPORTS COUNCIL

The Florida Airports Council, (FAC) is an association of publicly-owned and operated airports, airport professionals, and experts in the fields of airport design, development, and improvement, as well as aviation trades that support the airport industry in Florida.

FAC is the largest airport-specific organization in Florida and is considered by industry leaders to be the premier statewide airport association in the nation. The organization provides up-to-date information to its members about key issues affecting Florida's airports through bi-weekly newsletters, presentations, publications, specialty conferences and their website.

FAC provides industry input into decisions affecting aviation and airports through communications with local, state and federal leaders. Through its large membership base, FAC has relationships with each legislator in the state, as well as Florida's congressional delegation.

FAC's annual conference is the largest and most successful statewide airport event in the country with

more than 700 industry professionals in attendance and outstanding world-renowned speakers. There is no greater opportunity to network with the airport industry in Florida.

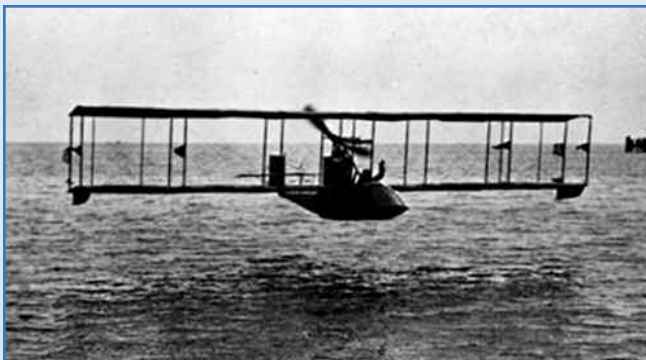
Originally formed as the Florida Airport Managers Association (FAMA), the organization was created in 1969, primarily for the purpose of increasing state funding for airport development in Florida. From this meager beginning, FAC has helped form one of the nation's premier airport development programs, which generates more than \$150 million per year in state matching grants for airport improvements – the largest matching grant program in the nation.

FAC is a 501(c) (6) trade organization composed of airport and aviation industry professionals advocating the development, improvement and enhancement of airports and aviation in Florida, as well as supporting the educational and professional development needs of its members.

The Council currently consists of 19 commercial airports, 76 general aviation airports, more than 200 corporate, affiliate, associate, educational members and three student chapters.







## THE STATE OF FLORIDA

The many benefits of living in the state of Florida speak for themselves, only one of which is the unparalleled climate. Florida's varying landscape allows residents and visitors to experience a variety of rich and diverse cultures while only driving a few hours away from home. From the wonders of the Magic Kingdom to the Latin flair of Miami, the Sunshine State has something to offer everyone.

Ponce de Leon called Florida's breathtaking natural springs the "fountain of youth". There are close to 900 freshwater springs in Florida, from tiny ones to the largest artesian spring in the world, Silver Springs, which emits over 550 million gallons of water per day. Silver Springs is also Florida's oldest tourist attraction and was used in filming the Tarzan movies of the 1930s to the 1950s.

Florida beaches are some of the most stunning in the world, with crystal clear water and living coral reefs. Divers and snorkelers can explore the depths of the ocean all year 'round in this state.

For the sports enthusiast, Florida offers three NFL football teams, and two pro basketball teams: the Miami Heat and Orlando Magic pro basketball teams, and the Daytona Speedway, home of the Daytona 500. Fishing and water sports are enjoyed yearly and there are countless places for hikes and nature walks.

If those aren't reasons enough to live in Florida, consider that Florida was the site of the very first commercial flight! In 1914, on New Year's Day, aviator Tony Jannus became the first pilot to carry a paying passenger in a plane. Jannus took Abe Pheil, the mayor of St. Petersburg, on a 23-minute flight across a 21-mile stretch of the Tampa Bay. It was the world's first commercial airline flight and would set the trend for the multibillion-dollar industry that exists today.



## JOB DESCRIPTION

The President/Chief Executive Officer of the Florida Airports Council is charged with overall administrative responsibility for the operation of the Florida Airports Council pursuant to and consistent with the policies established by the Board.

### THE CHIEF EXECUTIVE OFFICER:

- Develops and recommends long and short term administrative programs and policies to the Board.
- Oversees the financial activities of the Council and is responsible to formulate and maintain an annual budget of approximately one million dollars for the operation of the Council.
- Is responsible to maintain records and investments pursuant to legal requirements and in conformance with generally accepted accounting practices and principles.
- Directs the staff and administers the personnel, benefit and payroll policies.
- Assures proper communications among Board, staff, committees, and conference committees.
- Develops, interprets and enforces provisions of contracts, in consultation with FAC attorney, as necessary, and may enter into contracts in keeping with the Council's Purchasing Policy.
- Represents the Council before public bodies, serving as liaison for the Board with outside entities and serves as governmental affairs representative for the Council, including management of contract with lobbyist(s)
- Oversees the preparation of required operational records and reports, and transmits such documents to the Board and other agencies as required.
- Oversees the management and operation of all FAC meetings, including the Annual Conference, Specialty Conference, and State Summit.
- Oversees production of all FAC publications, including the AIRMAIL newsletter, Annual Membership Directory, and conference brochures.
- Oversees the maintenance of all membership files, payment of dues and fees, and annual membership renewal.
- Is responsible for maintaining all necessary insurance policies, and for assuring compliance with all taxation issues, maintenance of files, and payment of all taxes due to the federal and/or state government.
- Is responsible for proposing revenue producing projects, negotiating, and administering the Joint Participation Contract(s), (JPAs), with the Florida Department of Transportation.
- Coordinates state and federal aviation issues with the Florida Department of Transportation (FDOT) Executive Office and Aviation Office and the Federal Aviation Administration (FAA) Orlando Airports District Office, as well as Regional Office and National Headquarters, as needs arise.
- Serves as liaison with the Governor's Office, members of the Legislation, and members of Congress, as required.
- Serves as Council's representative for contact with the media.
- Is responsible for overseeing the FAC Education Foundation "The Foundation", which includes the internship grant program, scholarship program, and student chapters. He/She is also responsible for coordinating the Foundation's activities with the Education Committee.





## THE SUCCESSFUL CANDIDATE

The successful CEO candidate will have demonstrated: extensive aviation management experience; strong verbal and written communication skills; small business operations and financial management experience; and business development and entrepreneurship experience. Previous experience in governmental and legislative affairs, association management, and developing strategic partnerships are preferred.

**The Successful Candidate** must have a Bachelor's degree from a four year college or university in Aviation Administration, Business Administration, Public Administration or a related field. Candidate must also have, as a minimum, 10 years of professional management experience in the aviation industry.

Florida Airport Council headquarters are currently in Tallahassee, Florida, however, the board will give consideration to relocating the headquarters to central Florida beginning in 2016 should the chosen candidate desire.

## SALARY AND BENEFITS

The starting salary range for this position is \$120,000 – \$135,000 with an excellent benefit package.

## HOW TO APPLY:

**A. Please submit, in PDF format,** a cover letter, resume, and a minimum of five professional references. The references should be diversified and include at least one individual whom you have worked directly for and one individual who has reported directly to you. Include their contact information (email and telephone number) and specify your working relationship with them. Send to ADK Executive Search at: [FAC@adkexecutivesearch.com](mailto:FAC@adkexecutivesearch.com)

**B. Your submission should include a separate supplement, in PDF format, with responses to the following:**

1. The ideal candidate will have a unique combination of experience in association management and/or the airport management industry. Describe your qualifications as an ideal candidate.
2. Why is this position right for you and why now in your career?

**C. Please complete the ADK employment application form at:** [ADK Application Form](#) (this is a secure link). Use 'FAC' as the airport code.



**Filing Deadline: Closed to new applications**

Only complete electronic submissions will be considered.

Email questions to: [FAC@adkexecutivesearch.com](mailto:FAC@adkexecutivesearch.com)

