



Bishop International Airport • FNT

The Bishop International Airport Authority invites applications for
Deputy Airport Director, Operations & Maintenance

Bishop International Airport (FNT)

Flint, Michigan

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

Bishop International Airport is a commercial service and general aviation airport located in Flint, Michigan. The airport is in Genesee County, approximately 60 miles north of Detroit. The airport is owned and operated by Bishop International Airport Authority (BIAA), which is governed by a Board of Directors comprised of nine members who are appointed to three-year terms.

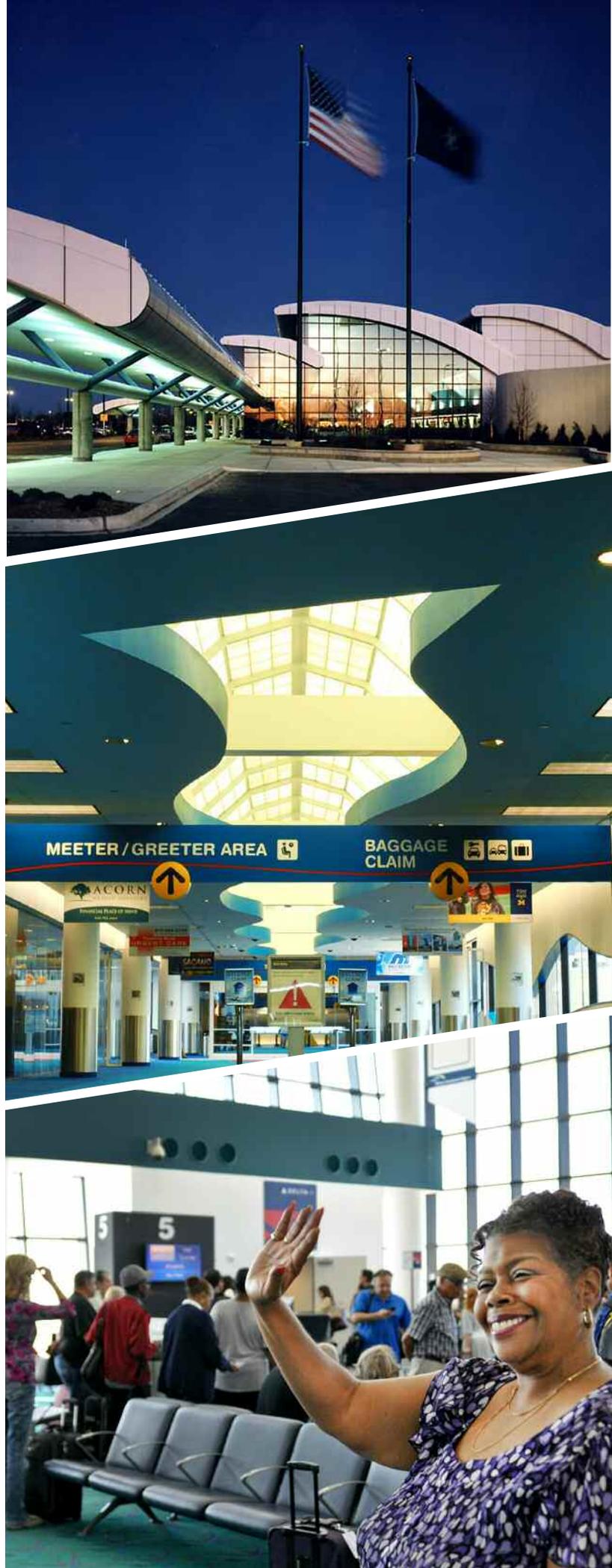
In 2017, FNT's enplanements were 393,549, making it the third busiest airport in Michigan. The airport is currently served by four passenger airlines: Allegiant Airlines, American Airlines, Delta Air Lines, and United Airlines. Additionally, Federal Express operates cargo services out of the airport. Servicing the airlines and general aviation is fixed-base operator, AvFlight.

The airport has a 250,000 square foot, 12-gate terminal, covers 1,550 acres and has two runways.

The confluence of three major highways, I-75, US 23 and I-69 (the NAFTA/International Trade Corridor), connect to the United States, Canada and Mexico. Nearly 70% of U.S. imports to Canada travel by truck on I-69.

The intersection of continental and intercontinental railways, CSX and CN, provides area companies with rail access to points across the U.S. and Canada. In addition, the Mid-Michigan Foreign Trade Zone permits businesses to lower expenses and increase profits through import-export activities.

For 2018, the operational budget is \$10.7 million. Bishop Airport employs 53 people, of which 45 belong to a union. Major capital projects over the past five years include two taxiway rehabilitation projects, one runway rehabilitation, and significant improvements to security fencing and access control and monitoring. Next year's major project is the design for the rehabilitation and improvements to RW 9/27.





Flint, Michigan

Flint & Genesee offer one of the most dynamic combinations of town and country found across the Great Lakes. This diverse area ranges from downtown nightlife to rich farmland and numerous lakes. The quaint villages and towns that so many call home, the Genesee County Parks, the Flint Cultural Center, and the southern hillsides dotted with lakes make Flint and Genesee the kind of place where making a better life is the way of life. The communities boast an invigorated workforce, solid transportation network, and the Midwest's most impressive collection of arts and cultural amenities.

Flint & Genesee

Southeast Michigan is home to many new medical research facilities where discoveries are taking place every day. The community is supported by state-of-the-art engineering that is pushing the frontiers of automotive and medical technology. The students at the area's many colleges and universities make them one of the fastest growing educational communities in North America.

Flint & Genesee include 33 cities, townships and villages, with Flint as the largest urban center. The county is just a short drive to the Detroit region, Ann Arbor, and all that Michigan has to offer.

The community connection has created a web of dynamic partnerships between local businesses and educators, as well as economic development experts and tourism professionals. The county's strong manufacturing base, paired with the knowledge economy, has helped build a coalition for regional economic success. These relationships, which help fuel a sense of community and interdependence, are the foundation for a bright future in Genesee County.

Southeast Michigan

Genesee County is in southeast Michigan bordering Detroit's northern suburban counties. With 639 square miles of land in Genesee County, residents and visitors enjoy flatlands filled with Michigan's largest county park system. Twenty-one county parks boast more than 11,000 acres of woods, rivers, lakes, trails, beaches and campgrounds. *(continued...)*



Southeast Michigan

(continued...)

One can enjoy golfing on pristine greens, inspiring art galleries, enriching museums, horse racing, professional hockey, and skiing. Every year, the area hosts The Crim Festival of Races, Back to the Bricks, The Warrior Dash, Bikes on the Bricks, the Renaissance Festival and more.

The places and qualities bringing pleasure to life for those spending time in Flint & Genesee are countless. It's a place where real people discover real opportunities.

Arts & Culture

Flint is home to the expanse of the Flint Cultural Center. It includes The Whiting, Longway Planetarium, Sloan Museum, Flint Youth Theatre, Flint Institute of Arts, Flint Institute of Music and the Buick Automotive Gallery. The Flint Cultural Center campus provides area residents with an array of cultural, scientific and artistic experiences. They promote understanding of the diverse cultures reflected in the Greater Flint community. The Center is a major educational resource, as well as a welcoming and inclusive community center. The Flint Cultural Center is a model for how the arts, sciences and humanities can work collectively to create synergy among constituent institutions. It acts as a community catalyst; working with other organizations, individuals and agencies all of which strengthen local and regional economic development, cultural understanding, and widespread support for the arts, sciences and humanities.

Colleges & Universities:

Flint & Genesee are home to multiple institutes of higher learning, including two colleges, four universities and eight satellite campuses. As a growing education center, the community is proud of the impressive facilities of academic excellence and the many successful graduates who have earned degrees and started careers in the region.

Helpful Links:

[Bishop International Airport](#)

[City of Flint, Michigan](#)

[Genesee County](#)

[Convention & Visitors Bureau](#)





The Position

Under general direction of the Airport Director and through subordinate personnel, the Deputy Airport Director, Operations & Maintenance plans, organizes, and directs the day-to-day activities of all maintenance, operations, engineering, and public safety functions of the Airport Authority. This position coordinates related activities with all tenants, federal, state, local agencies and other related aviation user groups.

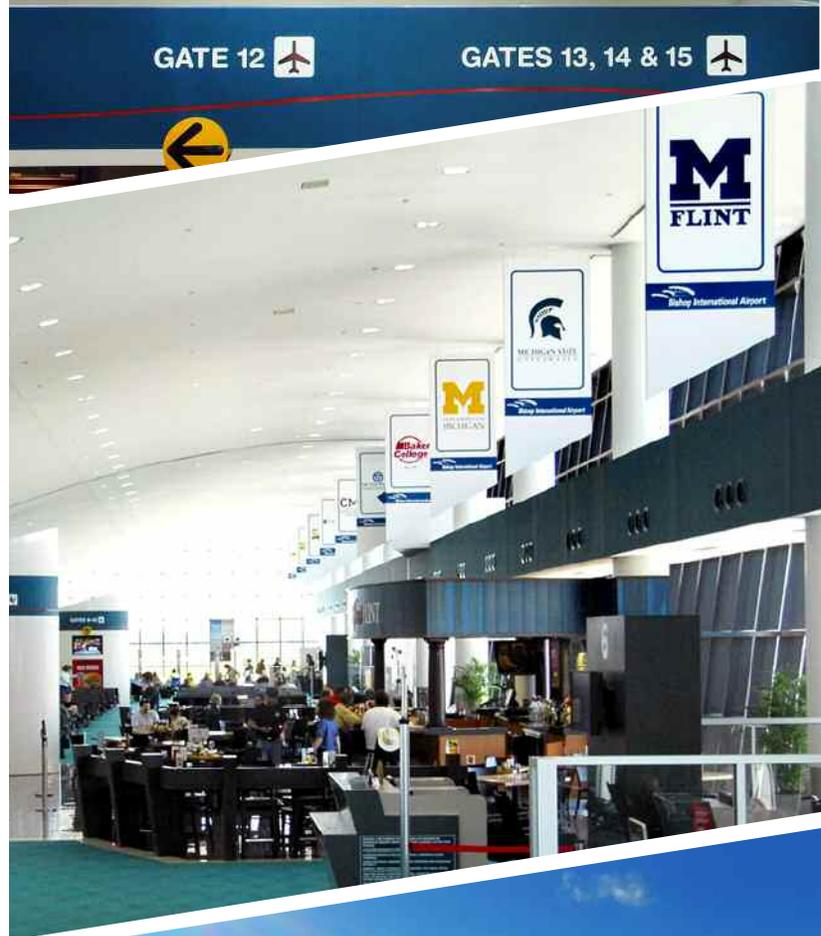
Duties & Responsibilities

- Directs a professional staff including direct reports of the Public Safety Chief, Director of Maintenance, and Director of Operations and indirect reports of 32 FT and 12 PT staff.
- Responsible for personnel functions as necessary to manage the Operations Division to include recruitment, grievance procedures, discipline, training and ensuring compliance with personnel policies.
- Participates as a negotiating team member during collective bargaining.
- Develops and recommends to the Airport Director: plans, policies, and programs designed to improve the efficiency and effectiveness of the Departments.
- Establishes and reviews performance standards, sets individual goals and objectives for the Department.
- Advises the Airport Director on the operational and financial impact of proposed or pending legislation as it relates to airport operations.
- Maintains a close liaison with federal, state, and local government agencies concerning Airport projects and financial matters.
- Responsible for the safe and secure operation and maintenance of the runways, taxiways, roads, grounds, and buildings. Manages the performance and prioritization of necessary repairs, maintenance, and facility development and planning for the airport's physical facilities and coordinates those activities with all concerned agencies and tenants as required.
- Monitors and performs management oversight for all major construction projects. *(continued...)*

The Position *(continued...)*

- Direct oversight of the operation of the Airport, as well as full compliance as prescribed in the Airport Certification Manual and other state and federal requirements.
- Controls and maintains airport security policies and procedures in accordance with FAA and TSA regulations and the Airport Security Plan.
- At the discretion of the Airport Director, acts as the Deputy Zoning Administrator.
- Coordinates with the FAA Air Traffic Control Tower and other related airport stakeholders all activities such as construction, snow removal, and runway and taxiway repair and maintenance.
- Assists with the negotiation and administration of tenant leases and agreements.
- Advises the FAA and tenants of airport conditions.
- Manages the airport capital improvement program.
- Provides oversight for environmental, occupational safety, wildlife and ADA compliance issues.
- Establishes long-term and annual budget planning for capital improvements and day-to-day operations for Authority owned and operated airports and related facilities.
- Establishes and maintains effective working relationships with various airport stakeholders, tenants, and business partners as well as gov-governmental agencies to ensure close coordination with regulatory demands; projects airport operations.
- Maintains and supports a high level of customer service to peers, partners, and customers.
- Establishes and maintains liaison with airport tenants.
- In absence of the Airport Director, may serve as the Airport Director.
- Performs other duties as assigned.

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





Position Qualifications

Bachelor's degree in airport or aviation administration, business administration, aeronautical or civil engineering or a related field. At least five years of progressive, high-level airport management experience is required. Experience needs to show relevance & knowledge in airport operations (landside & airside), safety, customer service, and facility maintenance/operations. Accredited Airport Executive (AAE) designation is desirable and must be obtained within two-years from date of hire.

Salary & Benefits

Annual salary range is \$80,000 - \$110,000. A full range of benefits include: Health, Dental, and Vision Insurance, Short Term and Long-Term Disability, Life Insurance, Optional 457 Deferred Compensation Plan, 20% of annual salary in a 401(a) plan to be fully vested at five years, Retirement Health Savings Plan, relocation expenses, and vehicle.



How to Apply:

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

Filing Deadline: Friday, December 7, 2018

Project Manager: **Blake Astran**
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