



**Manchester·Boston**  
REGIONAL AIRPORT

The City of Manchester invites applications for  
**Airport Director**

Manchester-Boston Regional Airport (MHT)

Manchester, New Hampshire

*Executive Search Services Provided by ADK Consulting & Executive Search*



## The Airport

Strategically situated in the heart of New England, Manchester-Boston Regional Airport is located less than fifty miles north of Boston, Massachusetts and less than an hour's drive from the region's most popular ski areas, scenic seacoast beaches and peaceful lakefront resorts. MHT is the premier aviation gateway for the region.

Manchester-Boston Regional Airport is committed to:

- Providing world class aviation facilities and infrastructure;
- Providing safe, efficient, and convenient transportation;
- Developing, promoting, and managing the Airport to stimulate economic growth;
- Fostering a culture that promotes fiscal, civic and environmental stewardship; and
- Providing a working environment that empowers our employees to contribute to the success of the airport.

The airport served almost 2 million passengers in 2017 with 48,538 operations. There are 70 employees at the airport and this fiscal year's operating budget is \$45,286,500.

Airlines serving MHT include Southwest, American, Delta and United, with cargo carriers Fedex, UPS and Wiggins Airways. The FBO is operated by Signature Flight Support, where the United States Customs and Border Patrol office is located.

Recently completed capital projects include a passenger flow improvement project, consolidated rental car facility, multiple taxiway reconfiguration and rehabilitation projects. In the near future, additional taxiway reconfiguration and rehabilitation projects are planned.





## The Community

Once home to the world's largest textile mill complex, Manchester has emerged as a premier city in New England in which to do business, raise a family, and build one's dream.

Manchester is a multi-industry city, home to high-tech, communications, financial services, healthcare, and manufacturing firms. Located in tax-free New Hampshire, Manchester is considered the financial center of Northern New England. Our city is a place in which entrepreneurs prosper; companies grow and succeed; families and individuals thrive; and the sense of community is constantly being strengthened.

A community rich with educational opportunities, Manchester is constantly turning out smart, hard-working students. Here we have the educated, industrious workforce that is necessary to staff a business and the school system and educational opportunities to keep families on the right path. The Manchester Public School system enrolls 13,000 students at 14 elementary schools, four middle schools, and four high schools, including the Manchester School of Technology which is a four-year career and technical education center.

Manchester is truly a college town, being home to seven colleges and universities including: Franklin Pierce University - Manchester, Manchester Community College, Massachusetts College of Pharmacy and Health Sciences, New Hampshire Institute of Art, Saint Anselm College, Southern New Hampshire University and the University of New Hampshire – Manchester.

In Manchester, healthy living is a focus, as evidenced by the superb healthcare institutions providing cutting-edge service from within the city limits. Manchester has tremendous healthcare options, including Catholic Medical Center and Elliot Hospital - large hospitals located within the City.



**Manchester**



## The Community *(continued...)*

Dartmouth-Hitchcock Medical Center offers excellent healthcare as well, while several specialists and small practices provide superb care. Manchester was recently ranked (May 2017) as the sixth Best City in the Nation to Practice Medicine citing a low rate of malpractice suits, highest rate of employer-sponsored health insurance, and third most satisfied hospital patients in the nation.

In Manchester, we strive to achieve the perfect work-life balance. Our city has fast become a first-rate entertainment hub in the Northeast. The SNHU Arena plays host to top acts, concerts, and is the home of the ECHL affiliate of the Los Angeles Kings—the Manchester Monarchs. The riverfront Northeast Delta Dental Stadium overlooks a bustling and vibrant downtown and is the home to the AA affiliate of the Toronto Blue Jays. Manchester is home to over 2,000 acres of green space including: a ski area, an 18-hole golf course, disc golf course, and trails.

There are hundreds of restaurants, cafés and diners in Manchester providing a wide range of fine and casual dining options. Manchester boasts an impressive array of restaurants offering ethnic cuisines, such as Bosnian, Caribbean, Chinese, French -Canadian, Greek, Hungarian, Indian, Italian, Japanese, Mexican, Middle Eastern, Nepali, Thai, Vietnamese, and more. Manchester restaurants are consistently ranked among the best in the state and region.

With over five million square feet of retail space, Manchester is the shopping center of the region. The Mall of New Hampshire, with almost 1 million square feet, features department stores such as Macy's, JCPenney, and Sears, alongside 125 specialty stores and three full-service restaurants. The adjacent South Willow Street area compliments the Mall, and together they provide most of the national retail, franchise, and chain stores and restaurants familiar to consumers living in the New England area. Downtown Manchester also boasts several small boutiques and unique shops, and neighborhood shopping centers also dot the city.





## The Community *(continued...)*

The arts community in Manchester is well-rounded and thriving. Located in Manchester is the esteemed Currier Museum of Art. The museum also owns Frank Lloyd Wright's Zimmerman House, the only residence in New England that was designed by the acclaimed American architect and is open to the public. An 850-seat historic theatre set in downtown Manchester, The Palace Theatre hosts its own professional company, youth and teen program and presenting acts. The Palace brings to Manchester well-known Broadway hits and provides an opportunity to see top-notch musical performances and touring acts. Creative placemaking can be found throughout Manchester with numerous galleries, public pianos along the streets in the summer, sculptures, murals, and painted utility art boxes.



Located in the heart of New England, Manchester, New Hampshire, is a spectacular combination of a vibrant urban center and the famed natural beauty and abundant recreational opportunities that abound throughout the Granite State. This city's location is Prime—Boston, the Atlantic Coast, and New Hampshire's scenic White Mountain and Lakes Region are all within an hour's reach, and thanks to our exceptional highway access and the first-class Manchester-Boston Regional Airport, Manchester is accessible from just about anywhere. Kayakers, skiers, bikers, hikers and outdoor enthusiasts find playgrounds not just within city limits, but statewide. Finding something to do is easy - it's deciding just what to do that's tough.



## The Position

The Airport Director plans, organizes, and directs the operations and activities of the Airport. The incumbent will provide administrative oversight to all operations and activities of the Airport. The work is performed under the supervision and direction of the Mayor, but extensive leeway is granted for the exercise of independent judgement and initiative. Indirect supervision is exercised over the work of all Airport employees through five (5) Assistant Airport Directors. This employee directly supervises the work of employees in the classes of Assistant Airport Directors and an Administrative Assistant III, who report directly to this employee. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Mayor, Board of Alderman, Airport Board, Tenant Agencies, Airport users, other City employees, business and community groups, other Airport authorities, State and Federal officials, and representatives of the media.

### The Airport Director:

- Plans, organizes, directs, and evaluates the work of the Assistant Airport Directors and the Administrative Assistant III in implementing the expressed goals, policies and directives of the Mayor, the Board of Alderman, and Federal regulatory agencies;
- Develops policies and procedures designed to increase the efficiency and effectiveness of the Airport operations in addressing the aviation needs of the Manchester area;
- Develops and administers the Airport budget;
- Confers with Tenant Agencies and the Airport management team to track implementation of policies and elicit specific recommendations for improvement of Airport operations and tenant services;
- Serves as the Chief Executive of the Airport;
- Provides any major shift in policies or procedures and recommendations for future development;
- Develops short and long-term strategies to improve and/or expand airport facilities, to attract passengers and increase utilization of airport;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordination of employee training;
- Serves as the chief spokesperson for the Manchester Airport;
- Performs special projects for the Airport Board and the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;





## The Position *(continued...)*

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

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

## Position Qualifications

- Graduation from an accredited college or university with a Master's Degree in Business Administration, Public Administration, Airport Management or a related field; and
- Extensive experience in the management of a commercial carrier Part 139 Airport; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- A.A.E. accreditation from the American Association of Airport Executives is required.

## Salary & Compensation

The salary range for this position is \$156,000 – \$220,000 with an excellent benefit package.



## How to Apply:

**A.** Please submit both a **cover letter and résumé**. We require your files to be submitted as **PDF documents**. We prefer that you send both your cover letter and résumé as one combined document. *Please do not send your cover letter in the body of an email.* Send your PDF files to ADK Executive Search at: [\*\*MHTAD@adkexecutivesearch.com\*\*](mailto:MHTAD@adkexecutivesearch.com)

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

**Filing Deadline: Friday, May 25, 2018**

Only complete electronic submissions will be considered.

Email questions to: [\*\*MHTAD@adkexecutivesearch.com\*\*](mailto:MHTAD@adkexecutivesearch.com)

*Some community photography by Jen Drociak.*

