



The Minter Field Airport District invites applications for
Deputy Director, Finance & Administration

Minter Field (MIT)

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Minter Field Airport District

The Minter Field Airport District was formed in 1985 by interested tenants and aviation members of the local community. The District owns over 1,100 acres and is an independent Special District sanctioned under California law for the performance of local government functions within specified boundaries. The agency name identifies with the services provided for a high level of accountability and responsibility to the public. According to the State Legislative Analyst, independent Special Districts have consistently shown the slowest rate of spending growth for local governments. Independent Special Districts are independently audited, and subject to state and public scrutiny like other forms of local government.

The District currently employs eight full-time employees, all of whom are non-union and there are five elected board members who serve four-year terms.

Minter Field

Minter Field was originally constructed under the Defense Landing Area Program for the U.S. Army as a flight training center opening in 1941. It was a city within itself having served the 7,000 personnel stationed at the airfield during World War II for training, living and recreational needs. Although many of the facilities have been removed over the years, there was a chapel, swimming pool, theater, post office, and infirmary, among just a few of the services that were provided for those stationed here. The remaining buildings are now used as offices or warehouses including the Airport Administration Office.

Minter Field was run by the U.S. Army from 1941 to 1949. Upon the close of the war, the airfield was turned over to the County of Kern which managed the airport until 1985. In 1985 the Minter Field Airport District was formed by tenants and local citizens interested in aviation to take over the ownership and operation of the Airport from the County. *(continued...)*





The Airport *(continued...)*

During its rich history, many men and women passed through Minter Field adding to its history with a piece of their own. Some have come back to visit and share their memories of the swimming pool, infirmary, or even the chapel where they married the love of their life. Some have come to honor their fathers who were stationed here and talked about it so much. One in particular that comes to mind is the gentlemen from the Philippines that was the first of his nation trained here at Minter Field to go back and train his own people. He was so excited to get to come back and see it again. It made us all feel excited and it was an honor to meet such a pioneer. In more recent history, Minter Field was the site of the first flight of the Gossamer Condor, the first man powered flight.

Minter Field has been the home of several of the Reno Air Racers, Strega, Miss TNT, Warlock, and the Huntress. It is not uncommon to see several other colorful P51s or AT6 race planes scream by when it is getting close to race time.



Lease Stats:

- 95 long term aviation leases
- 30 month to month aviation leases
- 25 industrial leases
- 2 long term agriculture leases

Airport Projects:

Minter Field is wrapping up its most recent Airport Improvement Project to relocate the Airfield Electrical Vault. This project consisted of installation of electrical infrastructure to connect and extend existing airfield electrical facilities and apron lighting. Future Improvements include extending a current taxiway to future hangars, phases 2 and 3 of the Airfield Lighting and Electrical System Improvements and building a new administration office building.

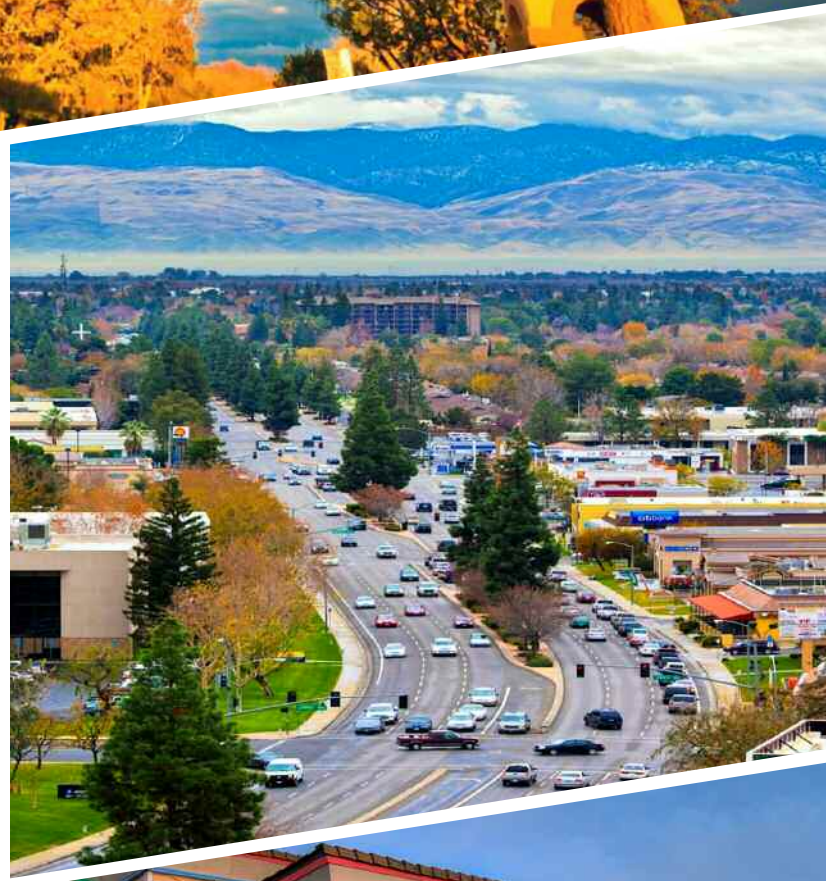




The Community

Founded by Col. Thomas Baker and his family in 1863, Bakersfield has evolved from a small farming community to a metro area of over 800,000 people. Bakersfield is centrally located in Kern County at the southern end of California's San Joaquin Valley, within a two-hour drive north of Los Angeles. Bakersfield has long been known as a stopover for those traveling between Los Angeles and San Francisco. But people who consider putting down roots in the area will find a healthy job market and an affordable place to raise a family. In fact, it's Bakersfield's strong sense of community and family and its booming oil and agriculture industries that keep the region thriving.

Bakersfield is home to a multigenerational, multicultural population. Diversity can be seen throughout the region including wide variety of small mom-and-pop restaurants and shops selling international foods and goods. The metro area is known for its Basque restaurants, which have remained in the area long after people from the Pyrenees region of France and Spain first came to Bakersfield in search of gold.





Bakersfield

What to do:

Residents find plenty of ways to enjoy the region's pleasant weather, from parks within the city limits to trails in the nearby Sequoia and Los Padres national forests. Visitors to Bakersfield are surprised to find out how close the wilderness is to the city. A short drive up the Kern River Canyon and one finds themselves in the middle of the Sequoia National Forest. Within an hour of Bakersfield visitors can hike, mountain bike, rock climb and fly fish among mountain peaks and lush forests. Seasonal activities such as white-water rafting, boating, snow skiing and snowshoeing are also available.

For spectator sports, hometown fans cheer on their minor league favorite, the Bakersfield Condors hockey team. Racing fans can take their pick of asphalt, dirt, autocross or drag racing at nearby tracks.

If museums are more your scene, the award-winning Bakersfield Museum of Art is a must-see, as is the California Living Museum, known as CALM, which exhibits animals and plants native to California.

Bakersfield is fortunate to have four major medical centers, one located within minutes from the community, and the city is near two world-class cancer centers. The Bakersfield Fire and police departments are highly rated and very responsive.

Schools

Bakersfield is home to more than 50 public elementary, middle and high schools, more than 30 private schools. Bakersfield also has a large community college serving more than 30,000 students annually and serves as the home of the Roadrunners at California State University, Bakersfield.



The Position

Under direction of the General Manager (Director), the Deputy Director, Finance & Administration assists in planning, directing, coordinating and administering the activities of the Airport District. Directs all accounting, fiscal management, personnel and administrative functions of the Airport District. This position is administratively responsible for assisting with personnel, fiscal program development and maintenance, and procedural and policy issues as they relate to the operation of Minter Field Airport District.

Essential Functions Include:

1. Assists with planning, assigning, and directing the development, operation, and maintenance of the District's airport, property, and facilities; initiates required repairs, maintenance, and improvements to airport equipment, grounds, and facilities.
2. Assists the preparation and administration of the departmental budget in accordance with the policies and procedures of the Board of Directors.
3. Assists in preparing reports and recommendations concerning staffing requirements and proposed policies and projects; including operating expenditures, capital outlays, and construction programs; ensuring conformance with planned costs.
4. Assists with all personnel matters, including selection, training, and establishing performance standards and employee discipline within the established policies and procedures; directs and coordinates managers in their personnel supervision activities.
5. Negotiates airport related leases, permits, and license agreements.
6. Supervises the administration of contracts, leases and rental agreements involving airport properties, and facilities, including the timely collection of rents, fees and other monies owed to the District.
7. Represents the District in meetings with tenants, vendors and other interested persons in the community to develop and promote the airport system.
8. Directs department legislative activities and maintains liaisons with other airport organizations, regional planning bodies, commercial representatives, regulators, and service groups.
9. Directs the preparation of applications for Federal and State grants and the administration and evaluation of transportation-related grant programs.
10. Keeps informed of and makes recommendations regarding new legislation and technical developments affecting airports and aviation activities.

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





Position Qualifications

- The preferred qualifications for this position include five (5) years of increasingly responsible experience in airport administration with a thorough working knowledge of regulations, laws, and requirements that correlate to administering the financial functions as well as FAA regulations and grant programs and project management of an airport. The position requires direct experience in the establishment, implementation, and maintenance of airport facilities, and related policies and procedures. Supervisory management experience is desirable.
- An undergraduate degree in Aviation Administration, Airport Management, Finance or Business Administration, Public Administration or closely related field; or equivalent experience in a related field that provides the appropriate level of knowledge and exposure necessary.
- Accredited Airport Executive (AAE) certification by the American Association of Airport Executives is desired.

Salary & Compensation

The salary range for this position is \$96,148.84 - \$134,608.38 with an attractive benefits package including participation in the CalPERS retirement system and relocation assistance of up to \$10,000.

How to Apply

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

**Deadline for applications:
Monday, March 18, 2019**



Project Manager:

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