



# The Melbourne Airport Authority Invites Applications for Director of Finance & Administration

Orlando Melbourne International Airport (MLB)

Melbourne, Florida

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



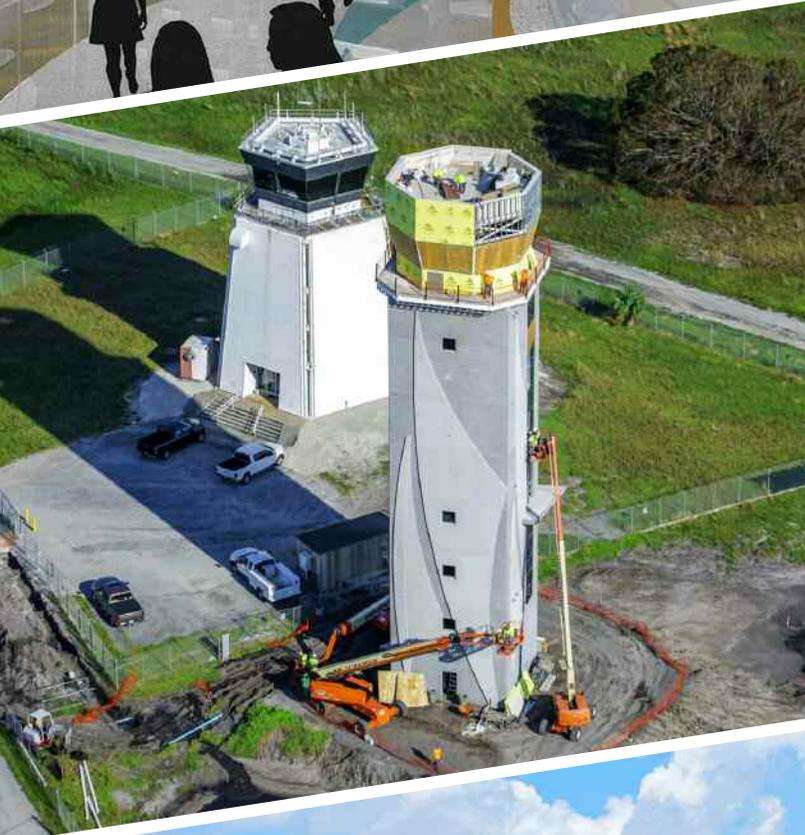
## The Airport

**Orlando Melbourne International Airport (MLB)** is a public airport located in the heart of Melbourne, in Brevard County, Florida, on Florida's Space Coast. It is owned by the City of Melbourne and governed by a seven-member airport authority which is appointed by the Melbourne City Council and the private sector. The airport has a budget of approximately \$23 million and receives no local tax dollars.

Orlando Melbourne International Airport covers 2,450 acres and has three asphalt runways. In the year ending December 31, 2016, the airport had just under 100,000 aircraft operations and close to a half million enplanements. MLB is recognized as "America's Fastest Growing Aviation and Aerospace Manufacturing Hub".

Several world-class tenants are partners with the airport. The Florida Institute of Technology Research, Science and Technology Park encompasses approximately 100 acres. Recently, Harris Corp. announced that it is keeping its world headquarters at MLB, along with several other Harris entities. Northrop Grumman was awarded the contract for the largest DOD contract in history. The design of the B-21 long range strike bomber will be designed at MLB. STS operates from MLB's state-of-the-art 83,000 sq. ft. MRO facility. General Electric Transportation, Embraer, Rockwell Collins, DRS Technologies, L-3, General Dynamics and Thales Group are also located airside at MLB.





## The Airport *(continued...)*

The airport is in the third season for scheduled international service via Canada's third largest carrier, Porter Airlines, taking advantage of the facility's 40,000 sq. ft. FIS facility. Delta Air Lines and American Airlines offer daily, nonstop flights to their respective hubs in Atlanta and Charlotte. Elite Airways is also building routes from its Melbourne, Florida hub.

### Ongoing airport authority projects include:

- New air traffic control tower
- Terminal transformation
- Master plan update
- Installation of 50,000 gallon fuel tanks and equipment
- Progression on the airport road connector to I-95
- Rehab RW9L – 27R
- Aircraft Hangar
- Repaving and lighting RW523
- Mill and overlay RW9R-27L



ORLANDO • MELBOURNE INTERNATIONAL AIRPORT • MLB

# The Community

## Florida's Space Coast

Ideally located on the Atlantic Coast of mid-Florida, residents and visitors to Melbourne and the Space Coast Beaches enjoy a world of Florida charm, nature and recreation, culture, dining, and shopping. We enjoy a year-round semi-tropical climate, 72 miles of unspoiled beaches and outdoor activities including golf, fishing, boating, swimming, surfing, camping, nature trails and more.

Considered Florida's Space Coast, it's a short drive north on I-95 to NASA, Kennedy Space Center Visitors Complex and the Astronaut Hall of Fame. This exciting, popular attraction features the Space Shuttle Atlantis, 3 different IMAX films taking you into space, and a life-size replica of the International Space Station Center. A favorite pastime is to watch rocket launches from your backyard, or better yet, from the Cocoa Beach pier.

Melbourne is only about an hour due east of Walt Disney World, SeaWorld, Universal Studios – and for the very adventurous: Gatorland. Melbourne encompasses both sides of the Intracoastal Waterway and the Indian River Lagoon, which is home to an incredible number of endangered species. Over 300 days of sunshine offer residents and visitors an ideal climate. The average temperature is 72 degrees F. The community boasts a respected school system that includes aviation magnet schools. The local FIT University not only operates an aviation school on the MLB airfield, but offers classes that include the engineering of surfing. The Atlantic Ocean provides lovely breezes that cool the summer and warm the winter.

## Things to Do...

Melbourne is a unique community that features every natural Florida sport you can imagine from fishing, golfing, boating, paddleboarding and diving. The Space Coast is the surfing capital of the East Coast. The Gulf Stream runs just off the coast, providing a plethora of saltwater fishing: snook, tarpon, shark, flounder, bluefish, and sea trout. Area lakes offer the finest freshwater fish. With the nearby establishment of the professional Orlando City Soccer, soccer tournaments are gaining popularity. *(continued...)*



The City of Melbourne





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

The Orlando Magic NBA basketball team games are a short hour's drive away. The Grant Seafood Festival is the third weekend in February. The MLB Airshow is the first weekend in March, and the Melbourne Art Festival is held the last full weekend in April. Discover the “real Florida” at Forever Florida – a nature preserve and working cattle ranch with nature tours and up close animal encounters.

Keep your cool inside when temperatures rise outdoors. Cultural lovers can enjoy a variety of entertainment, including Broadway and celebrity performances at the Maxwell King Center (321-242-2219) and the Henegar Center of the Performing Arts (321-723-8698), to local performers at Melbourne Civic Theatre (321-723-6935) and other community theaters. Brevard Symphony Orchestra (321-242-2024) and the local municipal bands & community orchestra offer performances year-round. Many museums and galleries showcase the works of local artists and traveling exhibits. For shopping, The Avenue Viera features fashion and convenience, and the Melbourne Square Mall is a short walk from the airport. A favorite bargain spot is the Super Flea and Farmers Market. Select antiques, boutiques, specialty shoppes and unique restaurants can be found in Historic Downtown Melbourne and the Eau Gallie downtown district. Melbourne Greyhound Park is open 7 days a week, offering live dog racing from January through April.

### Helpful Links:

[Melbourne International Airport](#)

[The City of Melbourne](#)

[Melbourne Visitor Information](#)

[Melbourne Chamber of Commerce](#)

[Melbourne Tourism](#)



## The Position

Under general direction, the Director of Finance & Administration will plan, develop and provide management oversight for the Finance & Administration Department including the accounting, budgeting, financial analysis and reporting, contracting, procurement and investment of surplus funds performance capital financing.

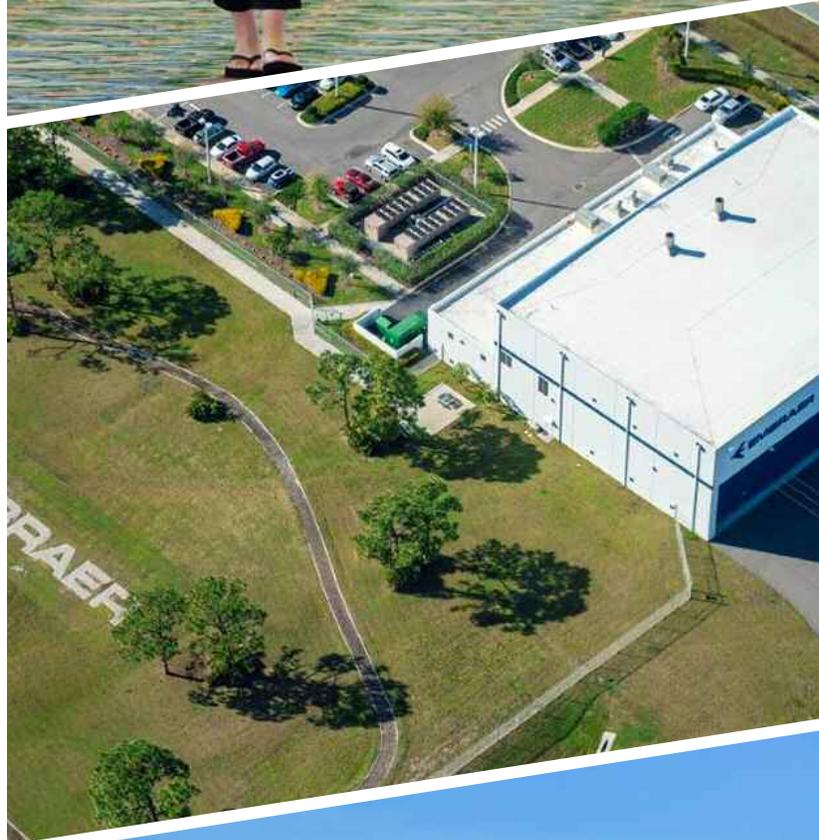
The incumbent ensures the development of short and long-term financial plans, goals and objectives consistent with the Melbourne Airport Authority's strategic operating and capital improvement plans for Melbourne International Airport.

This position requires knowledge of complex, highly technical accounting and financial concepts and leadership ability to oversee and evaluate professional and clerical staff.

The Director of Finance & Administration is the most senior level financial administrator to plan, direct, and coordinate the activities relating to accounting, fiscal report, debt management, treasury functions including cash management, investments, real estate, risk management, purchasing, and warehousing. The Director of Finance & Administration exercises considerable judgment in managing banking activities; directing and accounting for investment activity; preparation of financial reports and accounting data; preparation of revenue forecasts; and directing the activities of the finance team.

### The ideal candidate will have:

- Substantial knowledge of general accounting theory, principals, and practices, including financial statement preparation and methods of financial control and reporting in accordance with Generally Accepted Accounting Procedures (GAAP), Governmental Accounting Standards Board (GASB) and Financial Standards Board (FASB) rulings and pronouncements.
- Substantial working knowledge of management, accounting, budgeting theories and principals and techniques.
- Knowledge of principles and practices of aviation administration.
- Knowledge of FAA and state rules, regulations, and laws regarding airport operations, maintenance and financial management.
- Knowledge of investment fund management and municipal debt administration.
- Knowledge of equity and debt investment processes.
- Knowledge of finance and investment concepts and cash management.
- Knowledge of real estate acquisition and real property management.





## Position Qualifications

The ideal candidate will have a Bachelor's degree from an accredited college or university in accounting, finance, business administration or a related field with at least ten (10) years of increasingly responsible experience in finance and administration and contract preparation and compliance. Also required is two (2) years of management and supervisory experience. Must be a Certified Public Accountant or Certified Government Finance Officer or have ten (10) years of financial experience at the CFO level at a commercial service airport.



## Compensation & Benefits:

The salary range for this position is \$75,810 - \$127,329 with an excellent benefit package including insurance, Florida retirement system, optional 457 deferred compensation plan, and relocation benefits.

## 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 resume 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:

**[MLBFA@adkexecutivesearch.com](mailto:MLBFA@adkexecutivesearch.com)**

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

Only complete electronic submissions will be considered.

Email questions to:

**[MLBFA@adkexecutivesearch.com](mailto:MLBFA@adkexecutivesearch.com)**

*This position does not qualify for Veterans Preference.*