



The Metropolitan Knoxville Airport Authority Invites Applications for
Vice President of Finance & Administration

McGhee Tyson Airport (TYS)
Downtown Island Airport (DKX)

Knoxville, Tennessee

Executive Search Services Provided by ADK Consulting & Executive Search

The Airports

Knoxville McGhee Tyson Airport (TYS) is the premier air carrier airport serving East Tennessee, Southeast Kentucky, and Western North Carolina. The airport is served by Allegiant Air, American Airlines, Delta Air Lines, Frontier Airlines, and United Airlines (or their regional affiliates) providing over 120 daily nonstop flights to 22 destinations. TYS offers more airline destinations than most other peer airports and serves just under 2 million total airline passengers each year.

FedEx Express and UPS Airlines provide daily air cargo service at TYS. TYS features parallel 9,000' and 10,000' runways capable of accommodating any aircraft flying today. TAC Air provides world-class FBO services at McGhee Tyson and is home to a number of locally-based corporate jet aircraft. TYS handles more than 100,000 annual flight operations.

The airport also features an on-site full-service Hilton Hotel connected to the airline terminal.

McGhee Tyson Airport is the host facility for the Tennessee Air National Guard's 134th Refueling Wing and their KC-135 tanker aircraft. The airport also hosts the Tennessee Army National Guard Aviation Support Facility and their company of UH60 Blackhawk helicopters.

The airport's West Aviation Area industrial development is a nearly 50-acre campus designed to be the site for a variety of aerospace-related industry. Currently Endeavor Airlines/ Delta Connection and Cirrus Aircraft operate large facilities in the West Aviation Area. Cirrus Aircraft selected McGhee Tyson Airport as the site for their Vision Center in 2015. This growing facility is now the delivery and training center for all worldwide Cirrus Aircraft deliveries, plus it is also a large Cirrus Factory Service Center. Airport and local economic development agencies are actively recruiting additional tenants for the development.

The most recent and significant capital improvement project at McGhee Tyson Airport is the Airfield Runway Modernization Project. This comprehensive airfield project includes installation of a CAT I ILS and airfield lighting improvements on Runway 23L and a complete reconstruction and elevation change of RWY 5L/23R. *(continued...)*





The Airports *(continued...)*

This complex project includes complete demolition of existing airfield pavement, significant grade change and earthwork, concrete pavement, LED upgraded airfield electrical lighting system, LED airfield signage, CAT II ILS, Approach Lighting System, and markings. This major project is being funded with grants from the FAA, TN Division of Aeronautics, and local funds with an expected final project cost of \$110 M.

The Metropolitan Knoxville Airport Authority directly employs 169 staff members, all non-union, to operate TYS and DKX. There are approximately 3,100 additional employees with the various airlines and agencies, and based upon the 2011 economic impact study, 4,630 people are employed regionally because of TYS.

Downtown Island Airport (DKX) is Knoxville's most successful general aviation airport. Located adjacent to Downtown Knoxville and the University of Tennessee, DKX handles more than 83,000 operations per year and has nearly 140 aircraft based on the island.

The Metropolitan Knoxville Airport Authority, (MCAA), was established in 1978 as an independent nonprofit agency to own and operate McGhee Tyson Airport and Downtown Island Airport located in Knoxville, Tennessee. The Authority's nine-member Board of Commissioners is appointed by the Mayor of Knoxville and confirmed by City Council. The Board of Commissioners sets policies for the organization and appoints a President who serves as the Chief Administrator and Executive Officer. All revenues are generated by user fees and rental income – no taxpayer dollars are used to support airport operations.

The Oak Ridge Airport Initiative – MCAA is working with community partners towards the successful development of a general aviation airport located in Oak Ridge, TN.

Through careful planning and study and with the valued support of Department of Energy (DOE), a site has been selected in the Heritage Center Industrial Park located along the Oak Ridge Turnpike. The proposed facility will assist in the revitalization of the industrial park and will prove to be an economic generator bringing jobs and visitors from around the country to the region.



The Community

Knoxville, TN is located 180 miles east of Nashville, and 200 miles north of Atlanta. Metro Knoxville is a very affordable place to live, with no state income tax, a housing cost that is 20% below the national average, and a cost of living that is 12.8% below the national average. The metro area population is just under 1 million people. The climate is moderate, with four distinct seasons. Local public school systems are excellent.

Knoxville is exactly what people declare it to be: a hidden gem. First-time visitors are typically amazed by all the city has to offer. In this one, unique location, mountains meet music... art meets adventure... culture meets cuisine... and no one meets a stranger. The pure walkability of downtown allows people to explore and discover vibrant murals, local music, historic sites, art museums, parks, greenways and more. With its sophisticated mix of culture and cuisine, served up with genuine hospitality, Knoxville will surprise you.

Knoxville residents enjoy a wide variety of activities and entertainment options. The downtown area has been reborn and is now a trendy place for shops, restaurants, and bars surrounding the historic Market Square area and the growing downtown waterfront along the Tennessee River. The city enjoys a vibrant cultural life, with music and performing arts events, museums, visual arts and crafts, art exhibits, festivals, and galleries. More than 75 restaurants catering to every taste and budget, over 40 boutique shops in beautifully restored buildings, festivals, world-class theatres, parks, museums, and extraordinary venues for events and outdoor activities; all in less than one square mile.

As the first capital of Tennessee, Knoxville is proud of its heritage and committed to preserving it. A great many visitors come to Knoxville to learn more about Civil War sites in the area, and tour earthworks, battle sites and historic homes. While there, many stop by the East Tennessee History Center to learn about their own history available through the center's premier genealogy research library.



The City of Knoxville





The Community *(continued...)*

Knoxville is known to be a community of artistic souls looking to capture the heart and culture of Knoxville by not only reliving the past, but focusing on the present as well as looking forward into the future. So much of Knoxville's history is alive and well in architecture, live music, and local museums, but our area local artists bring the essence and vitality of Knoxville's spirit to life in painted murals, artwork, sculptors and photography displayed throughout the city. Artistry is even shown in the unique and delicious cuisine that local Knoxville chefs create in their daily culturally inspired dishes.

With a heavy focus on locally sourced foods, Knoxville's unique culinary scene is on the rise thanks to a group of talented chefs. The city's diverse culinary climate gives its Tennessee neighbors and fellow foodie cities a run for their money. No matter what you're craving – or hoping to try – Knoxville is serving it up daily in a variety of restaurants that will both surprise and satisfy.

Additional restaurants from award-winning chefs to Food Network's *Diners, Drive-Ins and Dives* favorites can be found throughout the city.

Knoxville is also the gateway to the beautiful Great Smoky Mountains National Park which offers endless outdoor recreation opportunities including hiking, fishing, biking, and a variety of watersports in America's most-visited national park. The nearby communities of Gatlinburg and Pigeon Forge host nearly 20 million annual visitors, making the region one of America's largest vacation destinations.

The city is home to the flagship campus of the University of Tennessee, which provides an endless offering of Southeastern Conference sports events including football at iconic Neyland Stadium.

Complete details on the Knoxville region can be found at www.knoxvilleoakridge.com. Selected community information courtesy of visitknoxville.com.



The Position

The Vice President of Finance and Administration is responsible for management, administration, planning and directing the overall assigned administrative, financial, accounting, and properties (airline) management functions. The position is the chief financial officer of the Metropolitan Knoxville Airport Authority and will manage and supervise staff in achievement of department objectives. The incumbent will also participate and contribute to the executive management team and coordinate work objectives with other departments.

The Vice President of Finance and Administration is responsible for:

- The overall maintenance of accurate accounting records and the preparation of financial and statistical management reports.
- The preparation and monitoring of the budget.
- The development of and collection of revenues
- The controls over cash disbursements.
- The investment of surplus funds.
- Coordinating the Airport Authority's independent audit and monitors the Internal Auditor's review of tenant accounts.
- Coordinating property and real estate acquisitions.
- Administering the acquisition of the risk management products and services.
- Administration of the funding components of state and federal grant programs and coordinates financing for capital projects.
- Serving as the contract administrator and properties (airline) manager for the Airport Authority.
- Assisting with solicitation of bids and proposals for airport services.
- Assisting the President in negotiating contracts.
- Assisting the Airport Authority's legal counsel in drafting contracts and agreements related to finance and funding. °
- Oversight of the ground transportation program.

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



METROPOLITAN
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Qualifications for this position include:

- Bachelor's Degree in Accounting, Finance or a related field.
- Masters in Business Administration, Certified Public Accountant (CPA), Certified Financial Manager (CGFM) and aviation industry certification are preferred qualifications.
- Thorough working knowledge of regulations, laws, and requirements that correlate to administering the financial functions of a commercial service airport.
- A personal, criminal, and employment background check is required for this position.
- Eligible to work in the US.

Compensation & Benefits

Salary Range for this position is currently \$79,000 to \$147,000 with a very comprehensive benefits package. Relocation expenses would be a term of negotiation with selected candidate.

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:

TYSFIN@adkexecutivesearch.com

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

Filing Deadline: Friday, February 2, 2018

Only complete electronic submissions will be considered.

Email questions to:

TYSFIN@adkexecutivesearch.com

The Metropolitan Knoxville Airport Authority is an Equal Employment Opportunity Employer.