



# I ✈ OAK

The Port of Oakland Invites Applications for  
**Assistant Director of Aviation  
– Business, Strategy & Finance**

Oakland International Airport (OAK)

Oakland, California

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



## The Airport

**Oakland International Airport (OAK)** is the second busiest of the three international airports serving the San Francisco Bay Area, which is the third largest U.S. aviation market behind metropolitan New York and the Los Angeles Basin. In 2019, OAK ranked 39th in the U.S. in terms of total passengers and 14th in the U.S. in terms of air cargo tonnage. In 2020, OAK served 20% of the passengers originating or destined for the three Bay Area airports and 55% of air cargo thanks in large part to Federal Express' Asia Pacific Hub. OAK is the closest airport to the region's top business and tourism venues. It is also the closest airport for most of the Bay Area's nearly 8 million residents. Southwest Airlines operates its largest West Coast Focus City at OAK. The COVID-19 pandemic deeply impacted travel globally in 2020, however, passenger activity is recovering as Summer 2021 approaches. The Airport estimates demand will rebound to approximately 65% of Summer 2019 levels with Southwest, Spirit Airlines, and Allegiant Air resuming previously suspended service. Additionally, Frontier Airlines introduced service at OAK in February and Delta Air Lines introduced LAX service in April.

The vision of Oakland International Airport is to be the airport of choice for Bay Area residents and visitors alike. OAK is operated by the Port of Oakland, which also oversees the Oakland seaport and 20 miles of waterfront. Together with its business partners, the Port supports more than 84,000 jobs in the region with a \$130 billion economic impact. For updates, departure and arrival information, airport maps, and details on shopping, dining, ground transportation, and more, visit [www.oaklandairport.com](http://www.oaklandairport.com). The Airport has an active Social Media Program. Follow us on Facebook, Twitter, and Instagram.





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

OAK recently began a public process to plan for a future terminal modernization, replacement, and expansion project. Following completion of the separate state and federal processes, multi-phase development is expected to occur in the latter part of the decade. The FY2021 revenue budget (ending June 30, 2021) is approximately \$150 million, and Calendar Year 2020 saw approximately 4.6 million total passengers. The operation at OAK consists of more than 250 Port of Oakland employees across eight departments.

The capital budget for 2020 was largely suspended due to the uncertainty of near-term revenues, however, as passenger recovery is in full swing, several projects are once again proceeding, which include:

- Redevelopment of all in-terminal food and beverage concessions
- Planning and design for restroom upgrades terminal-wide
- Completion of Taxiway and other airfield paving and upgrade projects
- Terminal signage, flight information & passenger messaging systems, and wayfinding upgrades terminal-wide
- Terminal flooring replacement in portions of both Terminals 1 and 2

Oakland has numerous innovation initiatives across all departments to enhance operations and the customer experience which will be implemented on a continual basis.

## The Community

Located on the east side of San Francisco Bay, Oakland, with a population of over 400,000, offers 19 miles of coastline to the west and magnificent rolling hills to the east that afford one of the most beautiful views of the world – a beautiful bay, the Golden Gate and Oakland Bay bridges and the majestic Pacific Ocean. Oakland is the seventh largest city in the state of California and covers 54 square miles. Oakland is developing rapidly, with over 10,000 housing units recently completed or under construction and thousands more advancing through the city's permitting process.

Within its borders, Oakland features well-kept neighborhoods, a progressive, dramatically growing downtown, and superior cultural and recreational amenities. The heart of the East Bay, Oakland is home to a wealth of activities and attractions.

The city is surrounded by sparkling bay waters and rolling hills dotted with redwood forests. Visitors can boat, bike and hike amid spectacular natural surroundings.

Designated as an All-American City, Oakland is the center of the East Bay trade area, and is rich in history, impressive growth and a promising future. It is a city of transportation, of health care, of government, of sports, of education, and of arts and culture. The 24,000 square-foot Oakland Asian Cultural Center is the largest and most modern facility of its kind in North America. The Oakland Museum of California (OMCA) is an interdisciplinary museum dedicated to the art, history, and natural science of California and is enjoyed by visitors and residents alike.

Oakland has seen a resurgence of restaurants to the area, and the Eat Real Festival, an annual celebration of good food with a focus on artisan food craft, street food, craft beers, local wines and delicious cocktails is a popular event in the community.

Some 80 different languages and dialects are spoken in the city, and a study conducted by the University of Wisconsin cited Oakland as being the most integrated city in the nation.

Recognized as a major transportation hub, Oakland is a city in which large corporate headquarters comfortably sit nearby traditional business and small shops.

With San Francisco Bay and the Pacific Ocean sitting at Oakland's doorstep, there is something fun and exciting for everyone who visits or resides in this cosmopolitan city.



**Oakland**  
an All-American City





## The Position

The **Assistant Director of Aviation - Business, Strategy & Finance** directs and manages all financial and fiscal administration duties including revenue generation and business development for Oakland International Airport. This position is the primary liaison with the Port of Oakland on short-term and long-term fiscal planning including capital improvement programming. This position has broad responsibilities internally and externally and oversees all financial and business matters including airline affairs, budgeting, rates and charges establishment, and contract negotiations and development.

### **The incumbent may perform the following duties in addition to other assignments:**

- Assists the Director of Aviation with long- and short-range planning by forecasting for aviation needs and formulating recommendations for infrastructure expansion and efficiency programs and airport system capital improvements.
- Acts as Port and Airport representative to passenger and cargo airlines, fixed base operators, other airport users and tenants, federal, state, and local agencies, special interest groups, and the general public relative to various phases of airport operations, to the development and use of the airport facilities, and to problems, complaints, and inquiries involving the airport and its business practices and procedures.
- Represents the Port and Airport at meetings and Industry events, committees and associations, chambers of commerce, commissions, boards, governmental agencies, and other civic and interested groups.
- Acts as Director of Aviation in his or her absence, as authorized, to ensure that necessary functions are performed.

## The Ideal Candidate

The ideal candidate will have knowledge of: principles and practices of aviation facility operation and development; familiarity with federal regulations pertaining to airports; knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles; ability to analyze data and prepare, present, and defend financial reports, statements and projections; familiarity with airline route economics, airport rate making methodology, and airport/airline affairs matters including use and lease agreement negotiations; principles and practices of effective leadership and staff supervision, including selection, training and development, techniques of effective interpersonal communications and relations, effective problem solving and decision making techniques, general business negotiating skills, and understanding of aviation practices and terminology.

## Position Qualifications

Position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include graduation from an accredited college or university with a bachelor's degree in finance, accounting, airport management, business administration, public administration or related field plus at least seven years of full-time paid managerial or supervisory experience in airport, airline or consulting finance and administration.

### Assistant Director of Aviation - Business, Strategy & Finance oversees (total FTE's 22):

- Aviation Marketing
- Ground Transportation and Parking
- Aviation Properties

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

## Salary & Compensation

The salary range for this position is \$201,480 - \$249,540 depending on experience. An attractive benefit package is offered that includes CalPERS pension retirement, and full medical, dental and vision coverage.

For a link to more information about **benefits**, [click here](#).

## How to Apply:

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

**Deadline for complete applications:  
Friday, July 2, 2021**

Project Manager:  
**Kenneth Gwyn, AAE**  
[kenneth@adkexecutivesearch.com](mailto:kenneth@adkexecutivesearch.com)

***Please note:*** After your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: [admin@adkexecutivesearch.com](mailto:admin@adkexecutivesearch.com)



ADK CONSULTING &  
EXECUTIVE SEARCH

