



The Lincoln Airport Authority  
invites applications for  
**Director of Administration and Finance**

Lincoln Airport (LNK)  
Lincoln, Nebraska

*EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH*

# The Airport

**Lincoln Airport (LNK)**, formerly known as **Lincoln Municipal Airport**, is a joint public/military use airport located four nautical miles (7 km) northwest of the central business district of Lincoln, the state capital and second-largest city, located in Lancaster County, Nebraska, United States. It is owned by the Lincoln Airport Authority and governed by a 5 member, elected board of directors.

Starting January 2022, the airport will be served exclusively by United Airlines providing service to Chicago and Denver. In 2019, LNK saw 328,768 passengers pass through the terminal, up 11% from 2018. Enplanements dropped significantly in 2020 due to the pandemic. However, the airport has seen continued improvement in passenger numbers in 2021. The 100,000 +/- sq. ft. terminal building has four gates all served by loading bridges. LNK's 84 employees oversee an operating budget for fiscal year 2022 that is just over \$13 million and a capital budget of over \$42 million.

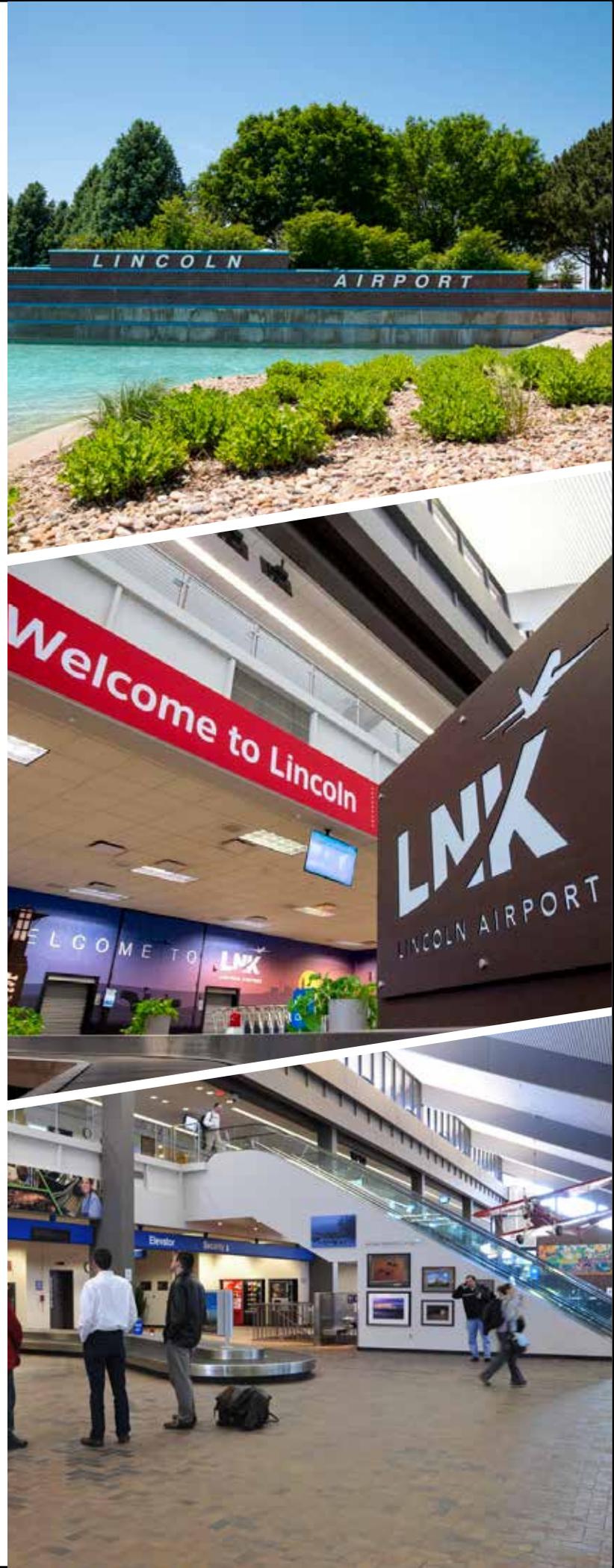
Currently underway is a \$56 million terminal modernization project that will add over 38,000 square feet, two additional gates, post security food and beverage options, and enhanced passenger amenities.

The Lincoln Airport has three runways. The 12,901-foot primary runway enables the operation of large jet aircraft that are primarily used by Nebraska Air National Guard KC-135s, and medium and wide body charter flights used by visiting college football teams which play the Nebraska Cornhuskers.

The airport is also home to two FBOs. Duncan Aviation, a large family-owned aircraft maintenance and refurbishing company, has several hangars on the east side of the airport, as well as parts storage and service divisions on the west side of the airport. At over 1300 people, Duncan Aviation is one of the larger employers in Lincoln.

In addition to Duncan Aviation, there is also a robust "local" general aviation community with approximately 180 based aircraft served primarily by a local FBO, Ross Aviation. Demands for hangar space are such that an expansion of the G.A. area will be needed within the next few years.

The Lincoln Airport is home to the Nebraska Air National Guard, 155th Air Refueling Wing operating KC-135 aircraft. In addition, there is a large Army National Guard facility that operates Blackhawk helicopters at LNK, and the State National Guard Joint Forces Headquarters is located at LNK.





## The Airport *(continued)*

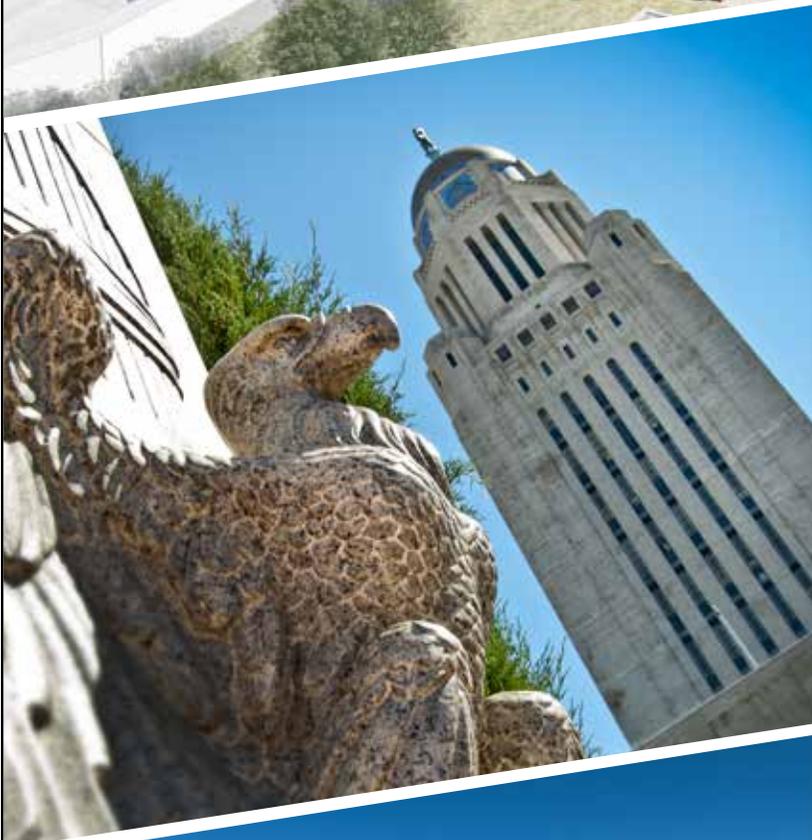
The Lincoln Airport Authority also operates a 1,000-acre industrial park, the LNK Enterprise Park, that is located generally north and west of the Lincoln Airport. It was originally the site of Lincoln Air Force Base and tenants include Sensory Effects, Hexagon/Agility, Duncan Aviation, PCE, Inc., TI Tech (Tri-con), Lincoln Industries, Metalworks and Daitron, among others. The Park is zoned I-1 Industrial, and the majority of users are warehousing and manufacturing.

The LNK Enterprise Park contains numerous amenities such as developed streets and utility systems, rail access from BNSF and access to the runway and taxiway system. All land and buildings are available for lease only with flexible leasing arrangements and exemptions from property taxes.

In 2010, the Airport Authority, City of Lincoln and Partnership for Economic Development began the planning process for the development of the northern half of the park. Dubbed Nebraska Rail Center, the area will have several sites over 50 acres with BNSF and Union Pacific rail access. The first phase of the project began in 2012.

Lincoln has a 2,000-acre allotment in a three-county area designated under the Foreign Trade Zone's Alternative Site Framework program. FTZ 59 is administered by the Lincoln Chamber of Commerce.

The Lincoln zone has one general purpose zone user (Novartis) and three sub zone users, Kawasaki, CNH in Grand Island and Cabela's in Sidney. The three-county area eligible for general purpose zone activity includes Lancaster, Seward, and Otoe Counties. A 372-acre magnet site was established in 2011 and is located generally at the LNK Enterprise Park site. The program is administered federally by the Foreign Trade Zone Board through the U.S. Department of Commerce.



# The Lincoln Community

It's been said that Lincoln, Nebraska is the perfect blend of great people, innovation, affordable business costs, and quality of life. People less familiar with this Midwestern community may wonder exactly what draws so many businesses and families to the area. A closer look at this growing city, however, reveals plenty of opportunities for success. It's a great place to start or expand your business—and a great place to call home.

What makes Lincoln so great? The answer can't be narrowed down to just one thing. The city offers an array of benefits including a productive workforce, an innovative spirit, a pro-business climate and an exceptional quality of life. Lincoln has consistently been ranked among the top cities in the United States for job seekers. In 2021, Lincoln was ranked #18 by Livability as one of the top 100 best places to live.

Lincoln also provides advantages to companies based on health and health costs. *Prevention* recently ranked Lincoln among the top 25 happiest and healthiest cities in the United States.

One local manufacturer reports health insurance costs at 50% of the national average for its industry. This is a combination of healthy workers and affordable and available health care providers. Bryan Health and Catholic Health Initiative's Saint Elizabeth are major providers of health care in Lincoln and the surrounding multi-state region.

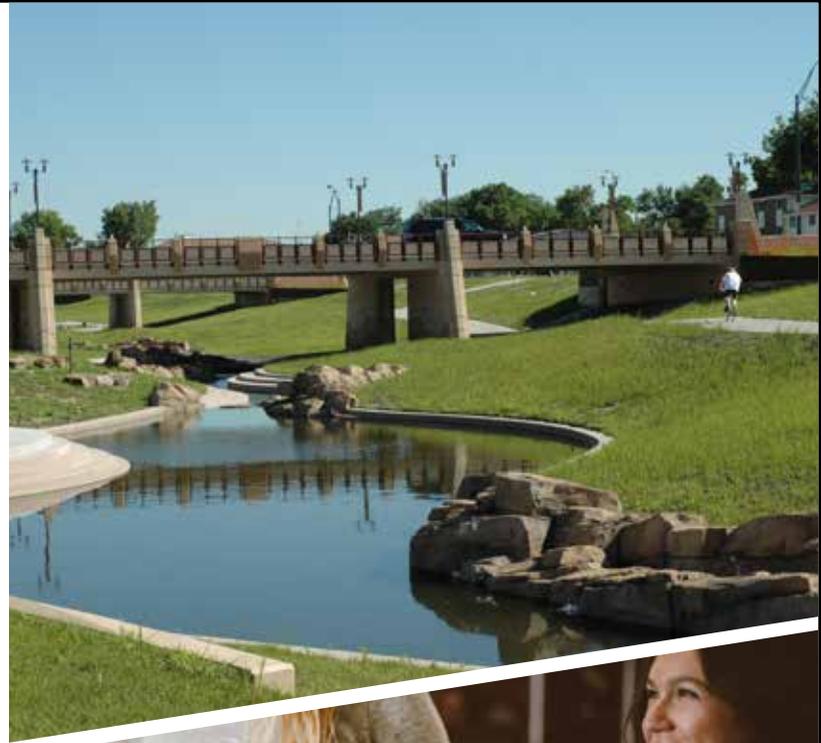
Finally, quality of life for Lincoln workers is defined by spending power and the ability to make income last longer. According to ACCRA, Lincoln's cost of living is 6.7% lower than the U.S. average.

## Location

Lincoln is located nearly equidistant between New York and Los Angeles on Interstate 80, the only coast-to-coast interstate.

Given its central location, all major Midwestern markets are accessible within a single day's drive. In addition, Lincoln is less than three hours from anywhere in the United States via direct air flight. Major interstates and highways running through and adjacent to Lincoln include Interstate 80 (east-west), and US highways 2, 6, 34, and 77. Access to Interstate 29 (north-south) is less than one hour from Lincoln. A bypass routes U.S. 77 around Lincoln on the west.

Situated in the upper Midwest region of the country, Lincoln enjoys the full range of seasons. Seasonal averages are 51°F in spring, 75° in summer, 52° in fall and 26° in winter.





## The Community (*continued*)

### Cultural Amenities, Recreation and Sports

Lincoln is home to the 2,400-seat Lied Center, a performing arts center, and the Pinnacle Bank Arena, a 16,000-seat entertainment arena, which collectively serve as host venues for UNL basketball, a professional symphony, chamber orchestra, jazz orchestra, ballet company and other major entertainment opportunities. Lincoln also boasts the Sheldon Memorial Art Gallery, renowned for its significant collection of 20th century American art. In addition, a state-of-the-art film center offers a variety of quality presentations from American independent and foreign films, to classics, documentaries, and experimental films for public viewing.

There are dozens of golf courses, parks and playgrounds located throughout the Lincoln area. There are also several public swimming pools, including a water park, a children's zoo and a public observatory. Fishing and boating are plentiful at the many state recreation areas in and around the Lincoln area. Racing enthusiasts enjoy events at three local raceways from April to September.

Lincoln has an extensive 128-mile hiker-biker trail system. Considered one of the best in the region, the trail system uses converted rail lines to make an enjoyable way for bikers and pedestrians to tour the city and surrounding region at their leisure. The area is home to a professional baseball team, a Tier I Junior league ice hockey team and nationally ranked college athletic programs. Lincoln hosts numerous state high school championships and NCAA regional tournaments. Lincoln also offers four large soccer venues, premier junior volleyball facilities, and a variety of recreational and club leagues for children of all ages.

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### In Lincoln, you can also:

- Enjoy a concert at the outdoor Pinewood Bowl venue tucked in Pioneers Park or indoors at the Lied Center for Performing Arts. Lincoln also boasts a local music scene with an array of smaller venues.
  - Enjoy 20th-century American art at the Sheldon Museum of Art.
  - Check out the action with professional baseball, USHL hockey and NCAA Division 1 athletics.
  - Take your children to the Lincoln Children's Museum, the city's water park or the Lincoln Children's Zoo.
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### Important Links:

[Lincoln Airport](#)

[Downtown Lincoln Association](#)

[City of Lincoln](#)

[Chamber of Commerce](#)

[Lincoln Convention & Visitors Bureau](#)

## The Position

Under general direction of the Executive Director, the **Director of Administration and Finance** directs and manages all fiscal policies and practices, human resources and administrative functions related to the Airport's enterprise and performs other duties as assigned. Responsibilities include, but are not limited to, lease administration, administration of insurance program, administration of human resource programs, practices and compliance, organizational budgeting, investment transactions, financial accounting, and fiscal administration of grants & bonded indebtedness. Functions as the Treasurer for the Airport Authority and manages the Controller, Office Manager, and Accounting & HR Assistant. Due to the nature of the position, extensive leeway is granted for the exercise of independent judgment and initiative.

The position is broadly categorized as follows:

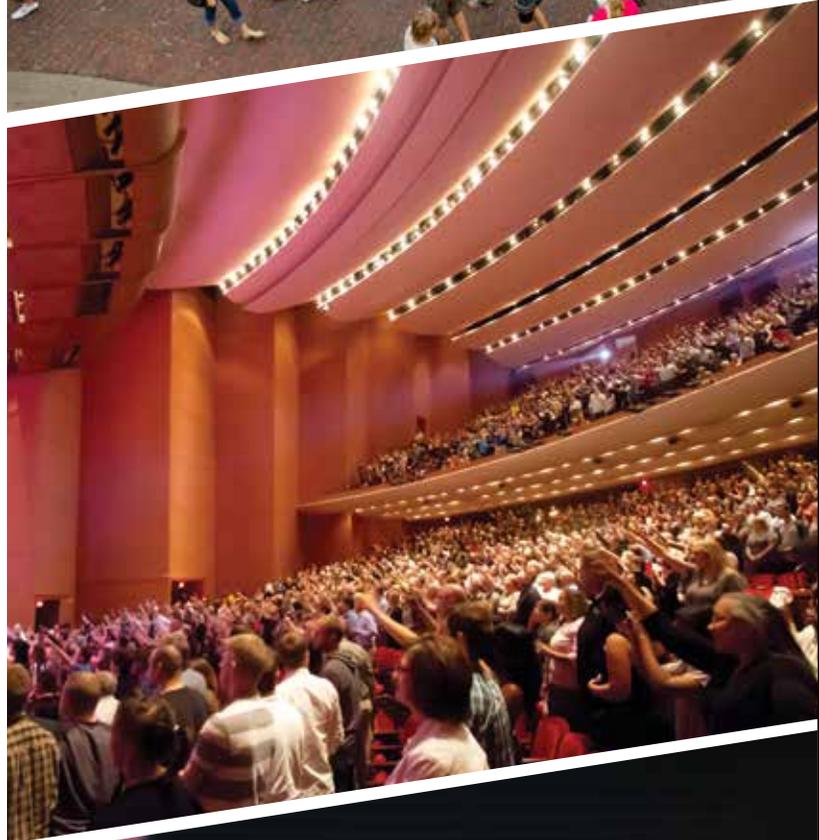
- Performs planning and management of financial activities.
- Performs management of business, administrative & human resources functions.
- Performs general airport administrative and leadership responsibilities.
- Performs special duties as assigned or necessitated.

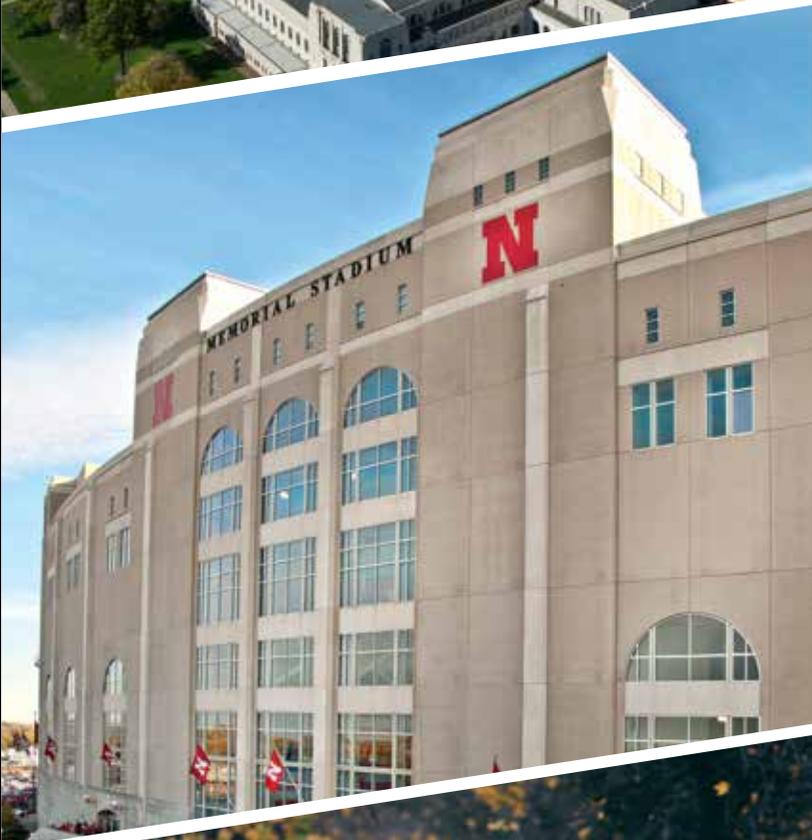
For a full job description, [click here](#).

## Education & Experience

**The successful candidate should have the following:**

- BS degree or education equivalent in business management, finance, accounting, or a related field with a minimum of ten years' professional practice experience.
- Must have demonstrated competency in management of financial departments and supervision of staff with at least five years of leadership experience preferred.
- Desired qualifications may include any combination of the following:
  - o MBA or Master's Degree
  - o Certified Public Accountant certification (CPA)
  - o Certified Public Finance Officer (CPFO)
  - o Certified Government Financial Manager (CGFM)
  - o Advanced HR certifications
  - o Airport industry certification, i.e., ACE, CM, AAE. (Position will be required to obtain airport Certified Member status within three (3) years)
  - o Or applicable equivalent professional certifications





## Salary & Compensation

The starting salary range for this position is \$90,000-\$110,000 with an attractive range of benefits.

For more information on our benefits package, [click here](#).

## How to Apply

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

Deadline for applications: January 9, 2021

Contact for this search is:  
Linda Frankl, AAE  
[linda@adkexecutivesearch.com](mailto:linda@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).

