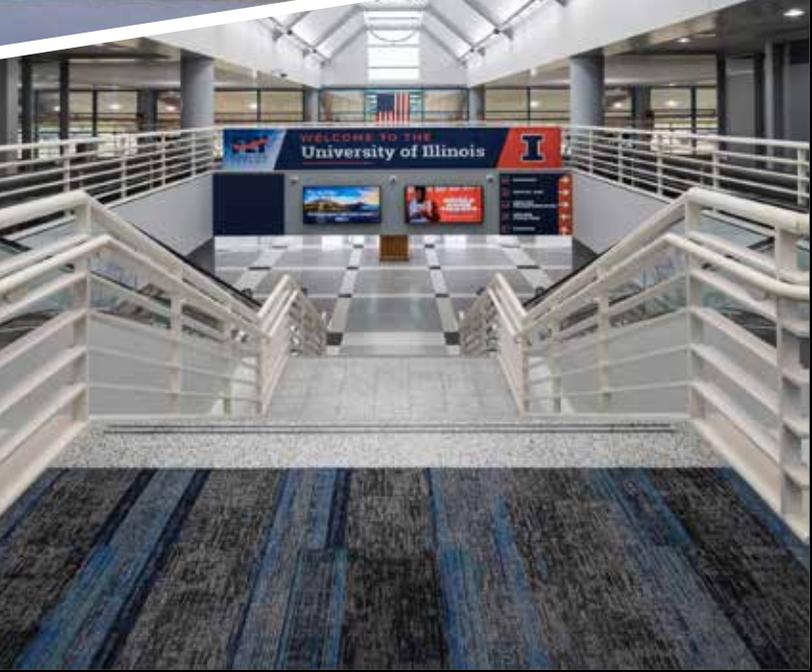




The University of Illinois at Urbana–Champaign invites applications for
Assistant Director of Operations and Maintenance

University of Illinois Willard Airport (CMI)
Savoy, IL

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



The Airport

The University of Illinois owns and operates Willard Airport. The airport is a key component to the transportation infrastructure of the greater Champaign-Urbana region and provides access to all parts of the world. The airport is serviced by American Airlines with direct daily flights to Chicago O'Hare and Dallas Fort-Worth. Willard Airport is vital to the University's success in global education and research.

In 2019, Willard hit a 10 year high with 105,327 total enplanements. Currently, Willard employs 20 employees, 16 of which are union members. The airport generates 750 full-time equivalent positions for the area with 431 of those jobs based at the airport.

Willard Airport is committed to making improvements to support air service. Since 2018, with the help of the FAA Airport Improvement Program, the airport completed a Taxiway A5 reconfiguration project, a taxiway lighting and signage project, and a full rehabilitation of Runway 4/22. Total investment into the airport over the past 4 years totals nearly \$20 Million. The airport has many projects planned for 2022-2023, including reconfiguration of the midfield taxiways, delivery of a new Index B ARFF apparatus, constructing a new rental car wash, and rehabilitating roadways and aprons. A new TSA security screening checkpoint will also be under design in 2022, a \$2.6 Million project.



The Airport (*continued*)

Willard has several partners with operations at the airport. Parkland College operates their Aviation Institute with a student population of approximately 80 students. Flightstar provides Fixed Based Operations at Willard. They handle the flight operations, maintenance, and pilots for many corporate jets and clients. They also serve as a Maintenance Repair and Overhaul (MRO) facility, which provides maintenance services for the American Airlines jets overnight at Willard.

The airport has an operating budget of nearly \$3 million and contributes to the economic structure of Champaign County by providing more than \$99.75 million in economic impact to the region. Willard Airport is a major part of the University's ability to attract and retain faculty, staff, researchers, and students, as well as business for the community.

Champaign County is home to the University of Illinois, Parkland College, and top employers like Carle, OSF HealthCare, Kraft Heinz, and Busey Bank. Coined as an "Outside of Ordinary" community, Champaign is very diverse, has a reasonable cost of living, plenty of parks and outdoor recreation, and was named the Midwest's Best Food Town in 2017.



The University

Founded in 1867, the University of Illinois at Urbana-Champaign has earned a reputation as a world-class leader in research, teaching and public engagement. From the development of the modern web browser to the discovery of the Archaea (the third kingdom of life) and creating the SHIELD comprehensive platform with an FDA emergency use authorization (EUA) approved saliva test to mitigate the COVID-19 pandemic, Illinois has a long-standing history of creating life-changing innovations that impact the world. Among the nation's most prominent research institutions, researchers at Illinois continually make foundational discoveries that transform the way we tackle global problems, develop technology and expand the human experience.

The University of Illinois System has campuses in Urbana-Champaign, Chicago and Springfield. The flagship campus in Urbana-Champaign is the largest of the three, situated on 1,783 acres. The twin cities' combined population is more than 180,000, with nearby villages of Mahomet and Savoy having some of the fastest growing populations in the state. The diversity of the Champaign-Urbana community is represented by African Americans at 15 percent of the population, followed by Asians at 10 percent and Hispanics at 6 percent.

Vision - *The University of Illinois at Urbana-Champaign will be the pre-eminent public research university with a land grant mission and global impact.*

The campus community includes:

- 34,000+ undergraduate students
- 19,000+ graduate and professional students
- ~1,900 tenured/tenure-track faculty members
- ~4,100 academic professionals
- ~4,900 staff members

The campus is led by Chancellor Robert J. Jones. Chancellor Jones is the chief executive officer for the Urbana-Champaign campus and is responsible for all financial programs, campus policies, and priorities, with the mission of ensuring a transformative educational experience for the world's next generation of leaders.

Collaboration and innovation are hallmarks of the Illinois research enterprise—researchers are accustomed to working across disciplines, institutions and international boundaries. In the last three years, the university has attracted more awards from the National Endowment for Humanities and received more awards from the National Science Foundation than any other institution in the United States. The university's powerful reputation attracts extensive international partnerships that create opportunities for Illinois students and faculty to work with colleagues around the world.





The University *(continued)*

The University of Illinois at Urbana-Champaign is a charter member of the Big Ten Conference, where the Fighting Illini compete in NCAA Division I. The Division of Intercollegiate Athletics supports nine intercollegiate sports for men and 10 for women. Facilities include the multipurpose State Farm Center, which hosts concerts, convocations and theater productions in addition to sporting events. Memorial Stadium is the site of Big Ten Conference football games. The Activities and Recreation Center is among the largest recreational facilities of its kind on a university campus.

The Community

While Champaign-Urbana is home to one of the world's great public research universities, the vibrant arts and culture scene, internationally diverse population, strong technology base and commitment to societal issues make the area a destination for professionals of all kinds. A leading example of a "micro-urban" community, the twin cities feature highly desirable attributes—top-notch restaurants, concert arenas and parks and recreation facilities—commonly found in larger cities.

Champaign-Urbana is consistently ranked as a great place to live and work with an average commute time of just eight minutes. Combining natural Midwestern beauty with cultural resources typically found in larger metropolitan areas, the twin cities retain the charm, friendliness, safety and affordability of smaller communities. Housing, entertainment and living expenses are comparatively low. Easy commutes, a designated bike-friendly community and an award-winning mass transit system (free with campus ID) make it quick and simple to get from here to there.

Outdoor enthusiasts can enjoy 80 parks spanning nearly 1,000 acres in Champaign-Urbana alone. A wide variety of outdoor sports and activities such as swimming, boating, fishing, hiking, camping, biking and cross-country skiing at one of three major forest preserves in Champaign County are just minutes away from virtually any address in the community. Golfers enjoy nine public golf courses within 15 miles of Champaign, and three private clubs. The annual Illinois Marathon is a national highlight and brings thousands of athletes, spectators and volunteers together for a weekend of races and activities.

Within a three-hour car or train ride to Chicago, St. Louis or Indianapolis, individuals in the community can enjoy sporting events, world-class museums or dinner at renowned restaurants. Amtrak, United and American Airlines offer daily transportation from Champaign allowing ready access to almost anywhere in world. As a community that makes it easy to balance work with family and leisure, it doesn't take long for newcomers to realize that this community is a wonderful place to call home.





The Position

The Assistant Director of Operations and Maintenance reports to the Executive Director and is responsible for the operations, safety, security, and maintenance of the Airport. The Assistant Director establishes and maintains effective working relationships with officials of the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and University Facilities and Services to assure compliance with applicable rules, regulations, laws and guidelines. The successful candidate is responsible for maintaining the Airport's certification program (49 CFR Part 139), the Airport Certification Manual (ACM), and the Airport Security Program (49 CFR Part 1542). The Assistant Director implements the Airport's Emergency Plan and responds to all emergencies including aircraft incidents, accidents and infrastructure failures. This is highly responsible work requiring the Assistant Director to manage all Federal Airport compliance documentation including the ACM and ASP and coordinate Federal compliance inspections. Additionally, the Assistant Director manages the daily operations of the automated parking system, coordinating troubleshooting and repairs as needed and providing customer services as needed. The Assistant Director is a leader who hires, plans and supervises the activities of maintenance, operations, and security staff including developing expectations and evaluating performance. The Assistant Director is customer-focused and serves as the primary liaison with airport tenants, airlines, FAA, TSA, fixed-based operator and hangar tenants.

For a complete Job Description, [click here](#).





Position Qualifications

The successful candidate will bring the following professional qualifications, skills, experience, and personal qualities:

- Bachelor's Degree from an accredited college or university in Aviation, Business Administration, Public Administration, or related field.
- Three or more years of experience in aviation operations and management with progressive responsibility and demonstrated supervisory duties.
- Experience and knowledge in FAA regulations, FAR Part 139, Airport Operations, and industry best practices.
- Experience and knowledge in TSA regulations, security directives, airport badging, and industry best practices.
- Experience and knowledge with work order systems and record maintenance systems.
- Ability to obtain and maintain valid Illinois Driver's license and airfield driving privileges.
- Ability to pass a personal, criminal, and employment background check.
- Ability to effectively solve problems, while applying complex regulations and procedures under high-pressure circumstances.
- Ability to work with minimal supervision.
- Strong professional writing skills.
- Proficiency with Microsoft Office Suite.

Salary and Compensation

Salary is open and is dependent on qualifications and experience and there is an attractive benefits package.

To Apply

The University of Illinois at Urbana-Champaign has engaged ADK for this search. Inquiries, nominations, and applications should be submitted in strict confidence.

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

Deadline for applications: May 16, 2022

Contact for this position is:

Blake Astran, J.D.

blake@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.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEQ>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#). The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#). As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#).

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

