



The City of Boise Department of Aviation invites applications for two positions:

Airport Operations Manager Airport Security Manager

Boise Airport (BOI)
Boise, Idaho

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



The Airport

Boise Airport is a joint civil-military airport just 10 minutes from downtown Boise, Idaho. Recently classified as a medium-hub airport, BOI is operated by the City of Boise Department of Aviation and is served in an advisory role by an Airport Commission.

The Boise Airport is Idaho’s only major airport and is conveniently located in the heart of the Treasure Valley—a region that has recently seen an explosion in population growth. This exponential growth in our community has translated to an increased demand for air service, with passenger travel increasing 47% from 2010 to 2019. The airport has also seen a strong return to travel after the pandemic, with early passenger counts for 2022 outpacing the airport’s 2019 enplanements, a record year for the airport.



Change in population between the 2000 census to 2021:

+32 %
Ada County

+85 %
Canyon County



The Airport *(continued)*

To meet the demand of the traveling public, the Boise Airport has begun a multi-year capital improvement plan, BOI Upgrade, to increase capacity of several items and improve the passenger experience. Projects include multiple parking structures, a new rental car facility, and a new concourse. This project is being completed in phases, with the new concourse and apron as the final stage of the project with a target completion date of 2026. This new concourse will allow the Boise Airport to increase its passenger capacity to more than 6 million annually.

The Boise Airport is served by eight airlines that offer direct flights to 26 nonstop destinations with connecting flights to thousands of cities worldwide. There are currently more than 40 aviation-related tenants at the Boise Airport.

As an essential form of business transportation, BOI has helped shape the size and structure of the local business landscape. Warehousing, office parks, hotels and aviation-related operations have been attracted to the efficiency, convenience and proximity of the airport. Boise Airport also serves as the gateway for leisure travelers visiting the Treasure Valley or accessing Idaho's wild backcountry.

BOI is a land of opportunity as the airport owns or controls more than 5,000 acres surrounding the airfield with new non-aeronautical developments currently underway. Construction is also underway on a new cargo facility for Amazon and a new taxi lane that will connect this portion of the airfield to the runway—paving the way for additional airfield tenants.

The Idaho Transportation Department, Aviation Division, conducts an Economic Impact Study for Boise Airport and other aviation facilities throughout the state approximately every 10 years. The most recent survey, completed in 2009 and published in 2011, reflected that impact at more than \$1.3 billion.

Enplanements for 2021 were 1,806,838, just 12% off from 2019's record year, and the airport has approximately 136,462 operations per year.



The Community

Boise is vibrant. First-time visitors often comment on Boise's vibrancy. Its vitality. Its energy. With an active arts community and lively downtown filled with shops, restaurants, night spots and—yes—people. Boise is alive with entertainment options.

Boise is active. When in Boise, do as the locals do: get outside! The city's mild, four-season climate and easy access to mountains, rivers, lakes and more, make it a haven for those looking to explore beyond the city.

Boise is unforgettable. Memories are made in moments. In the cheer of a crowd. The thrill of experiencing something new. Of something unexpected. That's what makes Boise, with so many different events, sports and other exhilarating experiences, so extraordinary.

Boise is no ordinary place. Here, outdoor pursuits exist in perfect sync with city life. In minutes you can escape to float a river, ski, boat, hike, bike and more. Boise is becoming a hub for sports fans, too. Home to the famous blue turf of the Boise State Broncos, we also have minor league baseball and ice hockey teams. Come watch a game, even a rodeo, or play on one of the many golf courses and other sporting venues available in the city.

Boise, the capital of Idaho and largest metropolitan center between Portland and Salt Lake City, offers beauty and adventure both outdoors and within our thriving arts scene. You'll find installations, murals and public art around the city, and can tour the Boise Art Museum, Idaho Anne Frank Human Rights Memorial, Zoo Boise, Discovery Center of Idaho, historical museums and other cultural hotspots.

Nationally-renowned theater and performing arts companies also call Boise home, including the Boise Contemporary Theater, Idaho Shakespeare Festival, Ballet Idaho, Idaho Dance Theatre, LED and the Velma V. Morrison Center.

Boise's food scene is diverse and delicious with distinctly Idaho highlights, often using ingredients sourced from local farms and ranches. For endless variety in one stop, try downtown Boise. Nearly every style of food and attitude is on display—from swanky lounge menus to casual pub fare to ethnic cuisines.

At night, the downtown core becomes a playground. With an active local and regional music scene, several clubs and venues often feature live entertainment. Home to a distillery and several breweries, you can easily find a perfectly made cocktail or small-batch brew.

Community Information: Boise.org





The Positions

The Airport Operations Manager and Security Manager positions are critical to the efficient, effective, safe and secure operation of the Boise Airport. Boise is searching for an Operations Manager to handle all airport operations related duties, specific to 14 CFR Part 139. The Security Manager will be responsible for ensuring compliance with TSA regulations, 49 CFR Parts 1540 and 1542 and all TSA directives.

The Managers work in collaboration with each other to maintain the Airport Certification Manual and Airport Security Program as required by the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA). This is highly responsible work ensuring the Airport is in full compliance with all sections of 14 CFR Part 139 Airport Certification including maintaining the Airport Operating Certificate. They direct Airport certification activities, the foreign object debris (FOD) program, winter operations (snow removal), and the wildlife and airport safety programs. The Managers also ensure compliance with self-inspection activities related to paved and unpaved areas, taxiways, runways, safety areas, airfield lighting and marking, and signage requirements. These positions involve coordination with the Boise Fire/ARFF Department to ensure records, including fueling records, are in compliance with 14 CFR Part 139. They coordinate and manage aircraft parking and Remain Overnight Programs. These positions have contact and work in coordination with the FAA, TSA, airport traffic control tower (ATCT), airlines, and airport tenants and operations.

The Airport Operations/Security Managers are responsible for ensuring compliance with TSA regulations, 49 CFR Parts 1540 and 1542 and all TSA directives. This is accomplished by developing, implementing and maintaining security-related policies and procedures. They manage the authorized signatory and Notice of Violation (NOV) programs along with the Boise Airport Credentialing/Badging and Training Center operations. The Managers conduct security compliance inspections and serve as the Airport's Alternate Airport Security Coordinator. They are responsible for response and investigation of airport security issues and emergencies, conducting security compliance inspections, reviewing criminal history records checks and/or Security Threat Assessments, issuing and renewing access badges (and revoking badges as necessary) and maintaining and auditing records. These positions manage the airport safety program to ensure compliance with federal, state and local regulations. They meet with the City risk management and safety team, lead airport safety meetings, plan, schedule and facilitate emergency response and security exercises in keeping with FAA and TSA requirements. This includes developing plans and following procedures with emergency response staff and management, emergency support agencies and airport stakeholders.

The Positions *(continued)*

They develop programs as required by new regulations or laws, including training programs. The managers identify and recommend new employees, review performance, assign duties and exercise independent judgment in directing the work of others.

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

The Ideal Candidate

The Airport Operations/Security Managers will have Bachelor's degrees in Airport Management, Aviation Science, Business or Public Administration or a related field. They will have five (5) or more years' experience in airport operations, security or management, including three (3) years' experience supervising staff. An equivalent combination of experience and training may be accepted. The Managers must have functional knowledge of federal, state and local airport regulations to include 49 CFR Parts 1540, 1542, and 14 CFR Part 139 as well as FAA Advisory Circulars and TSA Security Directives, airport operations, wildlife control techniques and the National Incident Management System (NIMS). They must be practiced and effective public speakers with group facilitation experience.

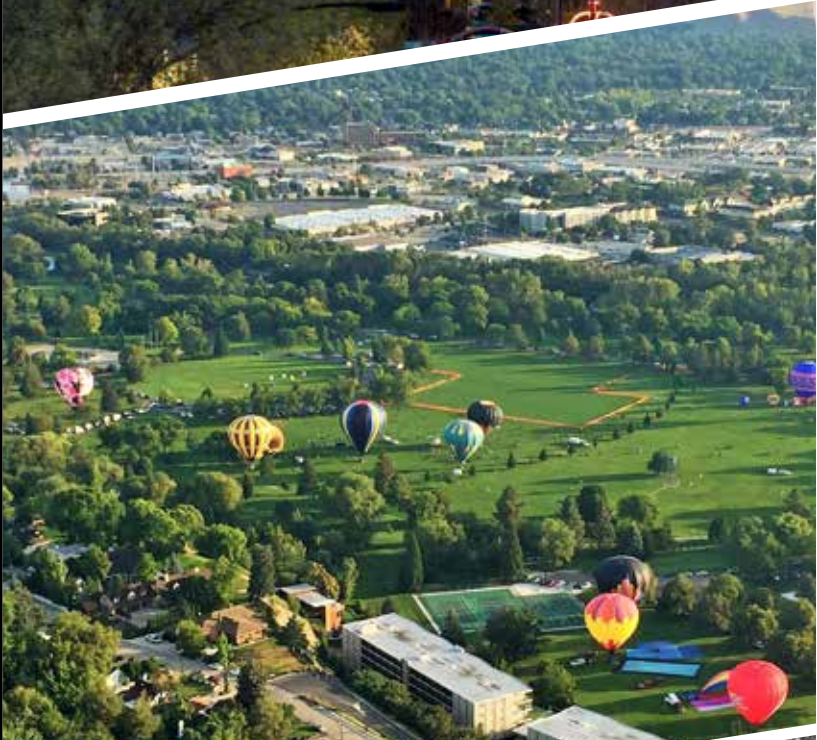
The Managers will be responsible for 24/7 operations. They must be able to supervise and coordinate activities, recognize and correct hazardous situations, exercise initiative, judgment and decision-making in solving problems and meeting objectives. They must be skilled in the use of Word, Excel and PowerPoint. Managers must also be comfortable using firearms or pyrotechnics for wildlife control.

The City of Boise has a mandatory vaccination policy that requires all new hire employees to prove full COVID-19 vaccination prior to reporting for duty.

Salary and Compensation

The successful candidate will be offered a competitive salary with an outstanding benefits package. The current range is \$85,000 – \$100,000. A starting salary near the top range is possible for the exceptional candidate reflecting the candidate's work experience and track record of career success.





How to Apply

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

Deadline for applications: Applications will be reviewed immediately upon submittal. This opportunity will be open until filled.

Contact for this search is:

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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.

