



The Fort Smith Airport Commission invites applications for
Director of Finance and Administration

Fort Smith Regional Airport (FSM)
Fort Smith, Arkansas

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The Airport

Fort Smith Regional Airport - Access to the World

Since the 1930s, the Fort Smith Regional Airport has been a vital transportation center for the Western Arkansas and Eastern Oklahoma region. The airport terminal building offers more than 52,000 square feet of convenient, efficient operational space with close-in parking. Fort Smith travelers have access to the world through daily regional jet service to Dallas/Fort Worth on American Airlines. The airport features two runways, one at 8,017 feet and the other is 5,002 feet. The airport is conveniently located in Fort Smith, minutes from Fort Smith's historic downtown and entertainment district, the University of Arkansas Fort Smith, the Arkansas College of Osteopathic Medicine, and the fast-growing Chaffee Crossing area.

The Fort Smith Regional Airport is self-supporting and is governed by a seven-member commission appointed by the Mayor of the City of Fort Smith. The airport currently has 14 full-time employees. ARFF personnel are provided by the 188th Wing of the Arkansas Air National Guard and LEO provided by contract. Prior to the pandemic the airport had 95,670 enplanements in 2019 served by American Airlines and Delta Air Lines. American is on track to regain pre-pandemic enplanements and FSM is diligently working to expand service.

Major improvements in 2022 include construction of a 1,300-foot runway and taxiway expansion on the primary runway and a design of a multi-million-dollar expansion to the airport fire station.

The airport remains tenacious in meeting the requirements of FAR Part 139 and TSR 1542 which dictates safety and security regulations for the airport.





The Airport

Significant Operators and Tenants Include:

- TAC Air (FBO)
- 8 corporate hangars; 28 t-hangars
- 188th Wing Arkansas Air National Guard
- Future home of the 425th Fighter Squadron (2023)
- FAA Control Tower
- TSA Security
- American Airlines (Envoy)
- Avis/Budget, Enterprise/National and Hertz
- REEF Parking
- Multiple commercial tenants on non-aeronautical properties



The Community

Located on the Arkansas River at the Arkansas-Oklahoma border, scenic Fort Smith is “where the New South meets the Old West.” Covering just over 65 square miles, the city sits at the crossroads of Interstates 40 and 540 and US Highways 64 and 71 in Sebastian County. Fort Smith has a population of just over 88,000. This thriving community is a hub for commerce and boasts a diverse economy, a rich history and a promising future.

The area offers a variety of unique cultural and recreational attractions for residents and visitors. Fort Smith is home to Arkansas’ oldest symphony orchestra and the oldest continuously operating volunteer little theater. Other attractions include the Fort Smith Regional Art Museum, the Museum of History and the Western Arkansas Ballet. From parks and walking trails to the Parrot Island Water Park and the Janet Huckabee Arkansas River Valley Nature Center, the city offers outdoor activities for all ages.

Fort Smith is served by the Fort Smith Public School District, which is one of the largest districts in the state. It has 29 campuses and an enrollment of more than 14,000 Pre-K – 12 students. Eight of the district’s elementary schools and all its secondary schools have earned honors as Arkansas Schools of Excellence.

To learn more about the Fort Smith community, [click here](#).





The Position

The Director of Finance and Administration manages and directs the administrative and business functions of the Fort Smith Regional Airport. The Director's responsibilities include finance, contracts, personnel, and office services. He or she plans, coordinates and directs accounting activities including accounts payable and receivable, and general ledger accounting. The Director prepares the annual operating and capital improvement budgets, and prepares financial reports, including monthly financial statements. He or she directs investment activities to meet the Airport's long-term financial needs.



The Director plans, initiates, directs and/or participates in various aspects of office management including developing internal control policy and procedures and improvements to office functions, policies, and equipment in order to ensure efficient operations. He or she participates in contract and lease negotiations and administers contracts and lease agreements. The Director develops short and long-range forecasts of airport utilization, funding and growth. An important aspect of the position is to coordinate, develop and/or update policies and procedures, in particular federal, state and local and local laws, rules and regulations pertaining to airport use, construction, safety and operation. He or she coordinates and attends commission meetings, developing and maintaining commission agenda, minutes and records.



The Position *(continued)*

The Director coordinates and directs functions of grant management for major construction and planning projects. He or she is involved in Passenger Facility Charge (PFC) management, coordinating and conducting program administrative and financial functions. Additionally, the Director is the Americans with Disabilities Act (ADA) compliance officer, assists with noise abatement procedures and airport security regulations and requirements and the Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs, functioning as the compliance officer. He or she receives customer comments and coordinates corrective action as needed.

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

Position Qualifications

Graduation from an accredited college with major course work in aviation, public administration, finance, or business administration and a minimum of 4 years of relevant experience which would have developed or applied the knowledge and abilities required for this position or any equivalent combination of training, abilities, and skills.

Relevant experience would be in accounting, human resources, contract, and/or grant administration. Certification or Accreditation from American Association of American Executives (AAAE) is desirable.

Salary and Compensation

The salary range for the Director of Finance and Administration is \$71,700 - \$102,460 with an attractive benefits package. Starting salary above the mid-point is possible for the exceptional candidate and will be dependent upon experience. Relocation assistance is available.





How to Apply

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

Deadline for applications: July 15, 2022

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

