



The Naples Airport Authority invites applications for  
**Director of Human Resources**

Naples Airport (APF)  
Naples, Florida

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



APF CARES about you, your family and future

## The Airport

Naples Airport is in beautiful Southwest Florida. Originally established as an Army Air Corps base, the airport is among the busiest for business aviation activity in the nation. The airport is situated less than two miles from downtown Naples and its white sand beaches.

In 1969, the Florida State Legislature created the City of Naples Airport Authority as an independent governmental unit charged with the operation and improvement of Naples Airport. The five members of the Airport Authority Board of Commissioners are selected by City Council and serve a four-year term as volunteers.

The Board of Commissioners retains the Executive Director, who is the chief operating officer, chief financial officer, secretary and treasurer of the Authority. The Executive Director hires all other Authority employees.

The Authority has developed a strategic plan that articulates its purpose as “Connecting you to Naples through an exceptional airport experience.”

The Authority’s customer service vision statement is “First and Lasting Impression of Excellence.”

### The Authority’s Strategic Plan Goals are to:

1. Provide a Safe, Modern and Efficient Airport
2. Be an Engaged Community Partner
3. Strengthen the Airport’s Economic Vitality
4. Equip Employees to Excel Today and in the Future

## STRATEGIC PLAN

Fiscal Year 2022–2026

### VALUES

**A**GILE  
**P**ASSIONATE  
**F**OCUSED  
**C**OLLABORATIVE  
**A**CCOUNTABLE  
**R**ESPECTFUL  
**E**THICAL  
**S**TEWARDSHIP

*Our Purpose*

*Connecting you to Naples through an exceptional airport experience*

*Customer Service Vision*

*First and lasting impression of excellence*

### GOALS

- 1 Provide a Safe, Modern and Efficient Airport**  
 OBJECTIVES:
  - Develop facilities that reflect the character of the community
  - Foster a proactive safety culture
  - Surpass FBO customer and tenant expectations from arrival to departure
- 2 Be an Engaged Community Partner**  
 OBJECTIVES:
  - Mitigate adverse impacts of aircraft noise to the extent feasible
  - Cultivate relationships
  - Inspire the next generation of aviation professionals
- 3 Strengthen the Airport’s Economic Vitality**  
 OBJECTIVES:
  - Maintain financial self-sustainability
  - Ensure the highest degree of integrity in financial reporting
  - Increase efficiency, prevent fraud and protect data
- 4 Equip Employees to Excel Today and in the Future**  
 OBJECTIVES:
  - Promote a culture that reflects NAA Values
  - Recruit, develop and retain highly qualified employees



[www.flynnaples.com](http://www.flynnaples.com)



## The Airport *(continued)*

### The Values of the Authority:

- **AGILE**
- **PASSIONATE**
- **FOCUSED**
  
- **COLLABORATIVE**
- **ACCOUNTABLE**
- **RESPECTFUL**
- **ETHICAL**
- **STEWARDSHIP**

Naples Airport operates as a general aviation airport with no commercial service but continues to maintain a Part 139 certificate.

The Airport Authority currently has approximately 130 employees, and there are 3,250 additional employees throughout businesses and tenants located at the airport. In 2019, the Florida Department of Transportation valued the airport's economic impact to the community at more than \$440 million annually and recognizes Naples Airport as ranked within the top ten for all business jet destinations in the U.S.

The airport is classified as a national airport in the NPIAS and encompasses 732 acres and has two runways. The Authority owns and operates their FBO, Naples Aviation, and there are multiple aviation business operations on the field as well as numerous fractional and charter operators and several car rental agencies. Naples Airport is critical for disaster relief and provides space for many public services including Civil Air Patrol, Collier County Emergency Medical Services – MedFlight, Collier County Sheriff's Office Aviation Unit and SWAT Headquarters and Collier Mosquito Control District. The airport also is home to the Naples Museum of Military History.

In 2021, the Authority had 113,137 operations. For fiscal year 2022 the Authority has an operating budget of \$30.8 million with a CIP budget of \$23.8 million in projects funded by the Authority. Projects completed or underway in FY2022 include an update of the Airport Master Plan, Part 150 Update, Runway 5-23 drainage improvements, General Aviation Terminal Improvements, Airport Office Building Improvements, Solar Parking Canopies, Apron & Taxi Lane Rehabilitation, ATCT Improvements, and Airport Security Upgrades.

The Authority recognizes and rewards employees for their contributions. One of the most favorite recognition programs is the on-the-spot-coin acknowledgement.



# The Community

Collier County is located on Florida's southwest coast approximately 150 miles south of Tampa. As of the 2020 census, the population was 393,000. It is a diverse mix of urban and rural areas, coastlines and inlands. One of the largest geographical counties east of the Mississippi River, the County encompasses over 2,000 square miles and has something for everyone. The area is known as Florida's Paradise Coast, famous for its pristine beaches and magnificent sunsets. The County's largest city and county seat is Naples. With a population of 22,039, it is known as the winter home for many from the Midwest/Northeast and for its unique restaurants and shopping. Marco Island, the second largest city (population 17,930), is known as a tourist destination and for its wide, white sand beaches.

Once considered a quaint sport fishing village, the area is now home to a growing number of permanent residents and young families looking for a premier lifestyle and new opportunities. The area answers that demand with a nationally recognized parks system that includes a water park, a brand new amateur sports park, an expansive library system, theater, music, museums, a recently expanded zoo, Naples Botanical Garden, Conservancy of SW Florida, and the most golf courses per capita in the world. Additionally, the Collier County Public Schools are ranked among the best in the state of Florida.

Based on data collected in 2020 as part of the Gallup-Sharecare Well-Being Index, the Naples-Immokalee-Marco Island, Florida metro area is considered a veteran "well-being elite" - ranking in the top five for social well-being, community well-being, and the Well-Being Index overall. Naples made it to the top 10 list of U.S. News & World Report's 2021-2022 Best Places to Live in the U.S.. The schools are ranked within the top five among all counties in the Florida.

If you'd like to research housing in the Naples area, check out [NaplesArea.com](https://www.naplesarea.com), which provides direct access to the MLS.

**Beaches & Outdoors** – Naples' year-round sunny weather is perfect for exploring the outdoors. Despite being in one of the fastest growing areas in the country, Naples and surrounding Collier County still maintain many of their natural features and attractions.

You'll find beautiful surroundings, warm sands and spectacular sunsets, no matter where you choose to lose your shoes and dip your toes in the water. The personal finance website WalletHub ranked Naples the #1 "Best Beach Town to Live In" for 2021.



## The Community *(continued)*

In addition to the sugar-white sand beaches for which Naples is famous, Southwest Florida's Gulf Coast is home to a massive ecosystem. Rent a kayak, paddle board or a canoe for a day and explore all the pristine bays, inlets, estuaries, and mangrove forests that house the area's many natural resources.

Everglades National Park and Big Cypress National Preserve are two of the most famous, but there are also many state, local and private parks and preserves perfect for viewing birds and other wildlife and enjoying outstanding outdoor recreation, including nature photography, cycling, fishing, hiking and boating.

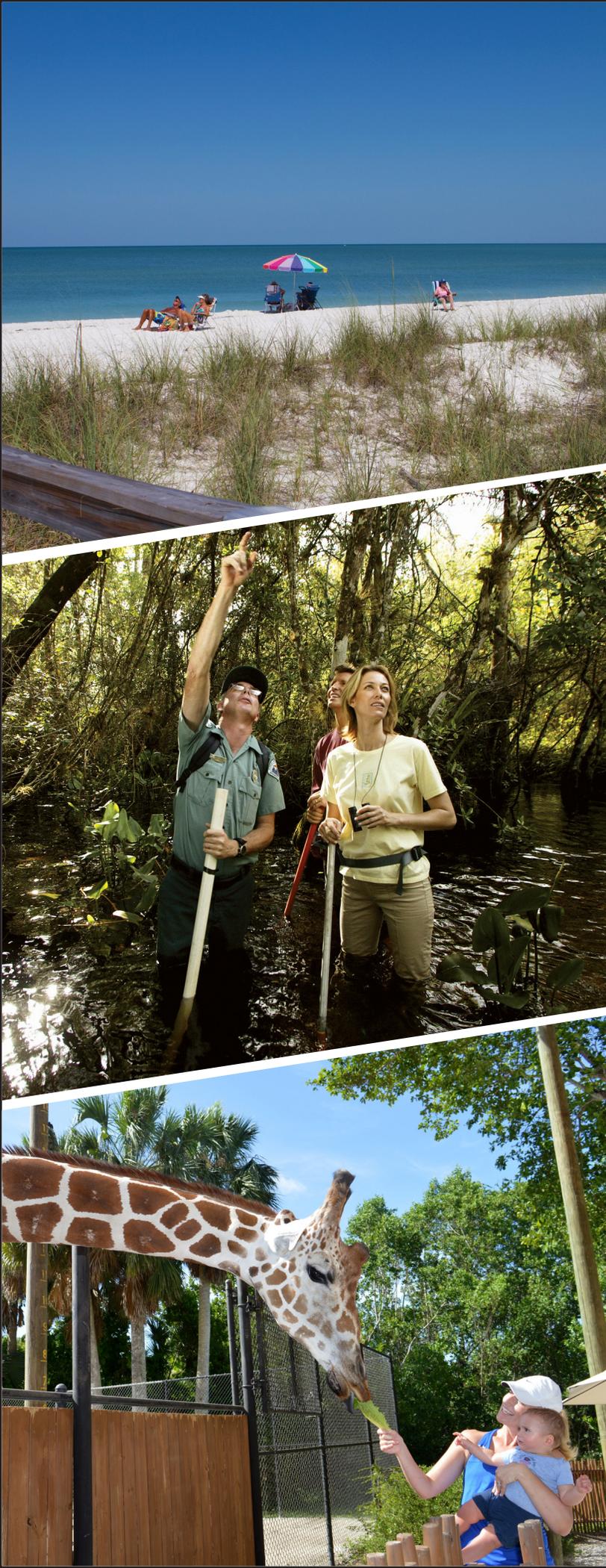
You might also consider taking an airboat ride through the Florida Everglades, the largest subtropical wilderness in the United States. You'll be able to see firsthand the indigenous wildlife and plant life that make this internationally famous area so important to the environment.

For another fun day, visit the Naples Zoo, a nationally accredited zoo that features a full day of fun activities. The paved path winds nearly a mile past rare and beautiful animals residing within a historic tropical garden of exotic plants first planted in 1919 with a fascinating history.

Nature lovers will enjoy an outing to the Naples Botanical Garden, a 170-acre, world-class garden paradise that features plants from around the world. It is also the youngest garden in history to receive the American Public Gardens Association's prestigious Award for Garden Excellence.

**Arts & Culture** – Whether your passion is paintings or sculptures, symphonies or rock bands, Broadway or one-man shows, Naples belies its small-town feel with a growing cultural hub of offerings sure to please the widest variety of artistic tastes.

In Collier County, there are numerous non-profit arts groups and cultural destinations. Such groups include a full range of organizations, from large to small, like Artis Naples, the von Liebig Art Center, the Sugden Theatre and volunteer groups like the Bach Ensemble, the Pastel Society, and the Barbershop Chorus.



## The Community *(continued)*

**Restaurants & Shopping** – The dining scene in Naples is as dynamic as it is diverse and often showcases locally grown and harvested fresh vegetables and seafood. The chefs are accomplished and acclaimed and are known for raising the bar with their innovative creations. From casual to formal, waterfront to neighborhood, down home to cosmopolitan, every dining desire can be delightfully fulfilled in Naples.

Shopping in Naples offers a myriad of options. Whether you're looking for antiques or that new designer handbag, one of Naples' more than 30 shopping centers is bound to have it.

A few hours among the restaurants and local shops will show you why Fifth Avenue is known as the Heart of Naples. As you stroll down its banyan tree-lined sidewalks to admire the Mediterranean architecture, browse the various galleries, wineries, and clothing shops that line the streets. Fifth Avenue is also just a few blocks away from our famous beaches.

**Wellness** – The Paradise Coast is known as one of the happiest, healthiest communities in the U.S. For four consecutive years and counting, the Gallup poll has named the Naples metro area the happiest community in America. Travel + Leisure has ranked Naples one of the best beach towns, and TripAdvisor has included the area in its Top 20 Places to Vacation in Florida. While abundant sunshine, tranquil beaches and pristine nature play a huge role, so does the Naples way of life. Naples is a community that embraces outdoor activities, mindful eating, and positive thinking.

That's why health and fitness lovers have it all when they visit the Paradise Coast. Whether you're looking for a unique workout, a soothing spa session or a healing retreat, Naples has a world of wellness to offer.

**Family Friendly Naples** – Making memories is easy in Naples, Marco Island, and the Everglades, with miles of beautiful, white sand beaches, offshore islands and a variety of year-round attractions to fit your family's style.

While there are many attractions on land, the greatest thrill may be just off the coast. Beautiful emerald waters make for a playground of water sports, from jet skiing and paddle boarding to boating and leisurely kayaking. Families also enjoy the Sun-N-Fun Lagoon, the Audubon Corkscrew Swamp Sanctuary, the Golisano Children's Museum, and many other family-friendly activities. Source: [paradisecoast.com](http://paradisecoast.com)





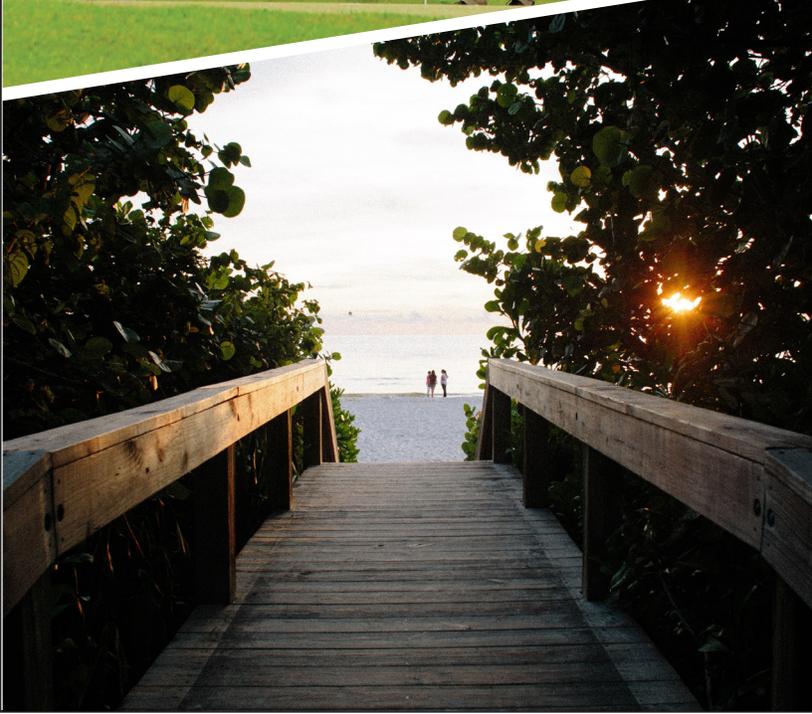
## The Position

The HR Director is responsible for guiding use of the employer brand “APFCARES about you, your family and future” by ensuring inclusion both internally and externally. The Director is the Authority’s in-house expert on human resources laws, policies and procedures and is responsible for interpreting and explaining those policies and laws to employees and management. An important responsibility of this position is assisting management in fostering an environment that supports the Authority’s culture which is driven by the Purpose, Vision and Values. The HR department, along with the executive team promote an environment and culture that prioritizes the well-being of employees and their growth and professional development. The Director maintains the Authority’s compensation and classification plan and makes recommendations for adjustments considering market and best practices. The Director oversees the recruitment process for exempt, non-exempt and temporary employees, as well as interns. The Director also provides guidance and advice to supervisors, managers, and Authority leadership on evaluating employee performance and personnel actions on terminations, promotions and disciplinary actions. The Director works to develop professional development and training programs in support of organizational goal number four: “Equip employees to excel today and in the future.” This position is responsible for the Authority’s benefits programs including health benefits/insurances and retirement. The Director manages special leave programs such as FMLA, STD, LTD, leave without pay and administrative leave.



The Director is responsible for all departmental administrative activities including employee communications, design of personnel forms, maintenance of employee records, organization charts, preparing and managing the department’s annual budget and updating the employee handbook.

[Click here](#) for a complete job description.





## The Ideal Candidate

The Human Resources Director will have a 4-year degree in Human Resource, Personnel, Business Management, or Communications from an accredited college or university, certification by the Society for Human Resource Management and six (6) or more years progressively responsible experience in human resources. The successful candidate will have a strong knowledge of Federal employment and labor law and demonstrated experience in employee relations. The ability to obtain a Florida driver's license within 30 days of employment. The Director must have excellent communication (orally and in writing) and customer service skills and a proven record of managing organizational change, working with multi-disciplinary teams and strong use of independent judgment. Although there is no union or collective bargaining agreements in place, he or she must have demonstrated skills in negotiating and advocating.

## Salary and Compensation

The salary for this position is \$120,000 to \$155,000, for highly qualified candidates, and is accompanied by an attractive benefits package including a financial incentive program and relocation assistance.





## How To Apply

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

**Deadline for applications: August 7, 2022**

Contacts for this search are:

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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](mailto:admin@adkexecutivesearch.com).

Florida has a very broad public records law. Most written communications to or from Naples Airport Authority officials and employees regarding Authority business are public records available to the public and media upon request. Your e-mail communications and e-mail address may therefore be subject to public disclosure.

