



St. Johns County Airport Authority invites applications for
Deputy Executive Director

Northeast Florida Regional Airport (SGJ)
St. Augustine, FL

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH

The Airport

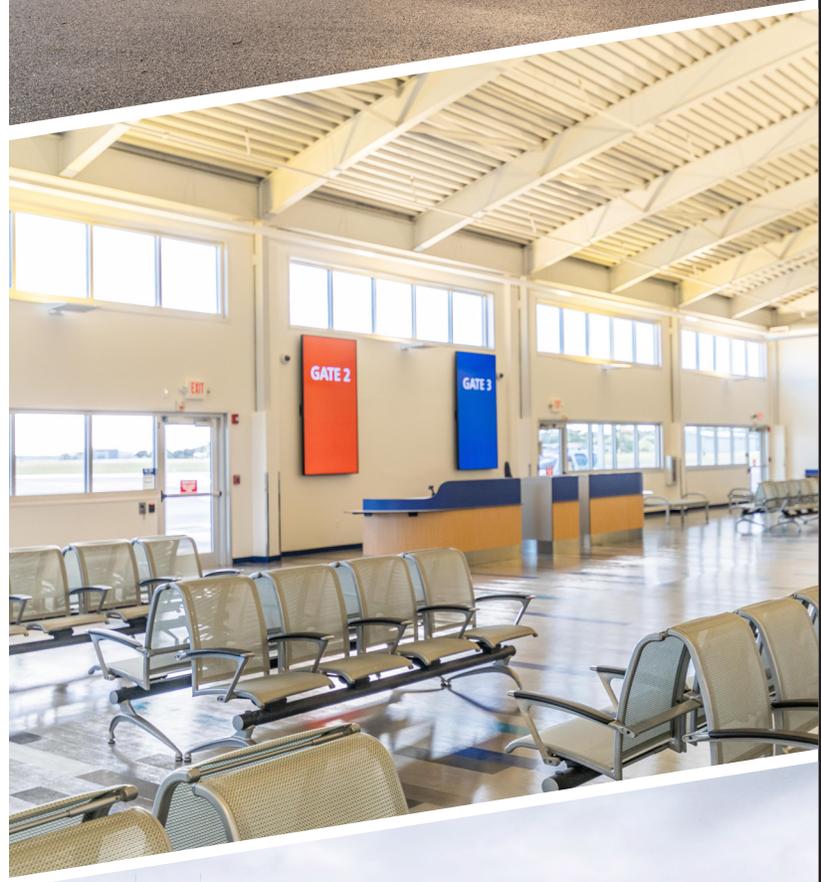
The **Northeast Florida Regional Airport (SGJ)** is owned and operated by the St. Johns County Airport Authority on behalf of the citizens of St. Johns County. The Airport Authority is comprised of five members, elected by the citizens of the county, and serve four-year terms. The Authority was established as an “Independent Special District” by the State of Florida Legislature in 1963. As such, the Authority is independent of county and city governance.

Established at its present location in 1939, the airport serves a gateway market into northeast Florida consisting of both General Aviation, Military and Scheduled Commercial Service. In recent years the use of the airport has grown to average more than 140,000 operations annually, with over 220 based aircraft and a growing Commercial Service component. The airport became entirely self-sustaining over ten years ago and carries no debt.

Sitting a mere three miles north of the City of St. Augustine, the airport is central and critical to the region’s rapid population growth. Recent large land purchases by the airport greatly enhances the economic development potential of the airport complex. The airport is home to the area’s largest private sector employer and airport tenant, Northrop Grumman Corporation which manufactures the Navy’s E2-D Hawkeye aircraft.

The Authority’s operating revenues currently exceed \$4 million annually and are anchored in a strong relationship with Northrop Grumman Corporation and a thriving General Aviation base. The area’s rapid growth over the last several decades has necessitated development of critical infrastructure and airport facilities such as hangars and an airline terminal. Continual demand for aircraft hangar space creates significant waiting lists for space. SGJ is home to a myriad of general aviation and commercial activities including, maintenance facilities, flight schools, aerobatic flight training box, restaurant & sightseeing operations. Robust local and visitor growth drives ongoing efforts to develop additional scheduled air service options.

The Airport facility & operations areas consist of 1600+ acres of property including, 3 paved Runways, several waterway landing areas with the seaplane basin and ramp that doubles as a small-scale barge port. To assist in bringing planned projects to completion, the Airport actively pursues and receives grants from the Federal and State Airport Improvement Program (AIP) and the Airport Development Program administered by the Department of Transportation of the State of Florida.



The Airport *(continued)*

The Air Traffic Control Tower is owned by the Airport Authority and operated by Robinson Aviation (RVA), Inc. and was recently ranked as the 8th busiest contract tower in the nation. SGJ is a “User Fee” airport offering U.S. Customs and Border Protection services to accommodate direct aircraft flights to/from foreign destinations.

The Community

Convenient proximity to the highly acclaimed “Nations Oldest City,” Northeast Florida Regional Airport provides a convenient air access option to the over 6 million tourists visiting the area annually. The region’s one-hour drive market for airline passenger capture is more than 1.4 million persons.

Northeast Florida is home to several highly visited Florida attractions, including historic Spanish forts, beautiful beaches, world-class golf, and unparalleled hospitality.

Known as “Florida’s Historic Coast” the area features an array of unique destinations and incredible experiences waiting for you to discover. As the oldest continuously occupied European settlement in the United States, you’ll find plenty of Old-World charm along brick lined streets and Spanish Colonial architecture.

With 42 miles of beautiful beaches along the Atlantic Coast and the Intracoastal waterway, golf, and an active social and cultural community there is plenty to enjoy for the entire family. Florida’s Historic Coast is a foodie paradise with a burgeoning dining scene, that adds to the attractiveness of this magical place.

Local and regional music and entertainment venues host events year around. Concerts at the St. Augustine Amphitheater and Ponte Vedra Concert Hall, and live music any night of the week emanate from local restaurants and taverns. As the home of the PGA Tour and the location of “The Players Championship,” Ponte Vedra Beach and St. Augustine offer many opportunities to check off your golf “bucket list.”

St. Johns County consistently ranks at the top among Florida counties in measures of livability. This includes top rankings for county’s school system, education levels, and overall health of population.





The Position

The Deputy Executive Director is responsible for managing, directing and supporting the Executive Director in the administrative and operating functions of the Northeast Florida Regional Airport. The position plays a crucial role in identifying, analyzing, and executing the Airport's policies and programs. The Deputy Executive Director assists the Executive Director in developing and implementing, through subordinate staff, business strategies for the Airport. He or she is responsible for the Airport's budget, including the budgeting process, as well as employee compensation, benefits and grants administration, and accounting practices. The Deputy Executive Director manages contract administration, project management, and the capital project procurement processes.

Operations is a key component of this position. The Deputy Executive Director leads a team engaged in the safe, secure and efficient operation of the Airport. This includes managing projects, construction, and contract staff. The Deputy Executive Director is also responsible for ensuring the Airport's emergency preparedness program is up to date, communicated to all staff and regularly exercised. He or she is the primary liaison with Airport tenants, users, and stakeholders, always maintaining compliance in operations, safety and security at the forefront.

This new, senior position is being added to the airport's administrative team at a time of extraordinary growth and opportunity in the region and advances in air transport, requiring the airport to "step up" in how it plans, accommodates and serves Northeast Florida. As such, the Deputy Executive Director will also be a key participant in shaping a new strategic business planning effort about to commence. This initiative will involve coordination with the airport authority board, staff, stakeholders and consultants.

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

Essential Duties

The Deputy Director needs to be experienced in Business Administration, Financial Budgeting and Controls, Capital Improvement Planning and Forecasting; prudent Debt Management; Risk Management/Safety; Air Service Development; Development of Land, Facilities and Business; leveraging grants and successful negotiations with airport stakeholders. Provide day-to-day leadership/coaching to ensure high performance and results.

The Ideal Candidate

The Ideal Candidate for this position must have a Bachelor's degree from an accredited college or university in Aviation, Business Administration, Public Administration or a related field, at least 7 years' progressively responsible experience in aviation management and experience in supervising a staff, or any combination of experience and training that provides knowledge of 14 CFR Parts 77 and 139, 49 CFR Part 1542 and other applicable Federal and state regulations. The candidate must possess or be able to obtain a Florida driver's license. Certification by the American Association of Airport Executives as a Certified Member (CM) or Accredited Airport Executive (AAE) is also desired as is a Pilot's License.

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

Salary and Compensation

The salary range for this position is \$90,000 - \$160,000 and is accompanied by a generous compensation and benefits package. A starting salary of up to \$145,000 is possible for the exceptionally well qualified candidate. Relocation assistance will be offered.

How To Apply

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

Deadline for applications: September 11, 2022

The contact for this search is:

Barry Bratton, A.A.E.

barry@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 St. Johns County Airport Authority is an equal opportunity employer.

