



**Spokane International Airport**

BUSINESS PARK AND FELTS FIELD

## Spokane Airports invites applications for Airport Duty Manager

Spokane International Airport (GEG)  
Felts Field (SFF)  
Spokane, Washington

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



## The Airport

The Spokane Airport Board oversees Spokane International Airport, Felts Field, and the Airport Business Park. The Board also has a Grant of Authority to operate Foreign-Trade Zone #224 and has certain developable portions of its property situated within an Opportunity Zone. Spokane Airports is jointly owned by Spokane County and the City of Spokane and operates under an interlocal agreement. The operating authority of the Airports is the Spokane Airport Board, consisting of seven appointees from the two governmental bodies. The Board annually oversees a capital and operating budget of approximately \$80 million from various funding sources. The Airport Board employs a Chief Executive Officer who is responsible for implementation of policy and for all staff who work at the Airports.

Spokane International Airport (GEG) is a 6,000-acre plus commercial service airport situated five miles west of downtown Spokane, Washington. It is the second largest airport in the State of Washington and designated by the FAA as a Small Hub airport. The GEG market area includes portions of Eastern Washington, Northern Idaho, Western Montana and portions of Southern British Columbia and Alberta, Canada with an estimated population of 1.7 million people. The Airport served 3,280,062 total passengers in 2021, and in 2022 is trending toward passenger traffic at or above 2019's record breaking total of 4,036,920 passengers. Additionally, the Airport handled nearly 77,000 tons of cargo last year, and there were 65,936 total operations at the Airport.



## The Airport *(continued)*

Spokane International Airport is served by nine scheduled service passenger airlines: aha!, Alaska, Allegiant, American, Delta, Frontier, Southwest, United, and Sun Country. The two passenger terminals have 18 gates. Scheduled integrated all-cargo carriers servicing GEG include FedEx and UPS. In addition, in October 2021 Amazon Air opened their 31,000-square-foot sort facility at the Airport. The Airport facility is one of five Amazon facilities either completed, under construction or in permitting in the Airport area. Signature Flight Support provides fixed-base operator Services, and Aero Center Spokane has announced their intentions to build a fixed-based operator facility at the Airport in late 2022 or early 2023. Three on-site hotels provide travelers with over 350 rooms. Eight rental car companies serve the Airport, and all are located onsite in the Ground Transportation Center. Several local and regional hotels provide complimentary shuttle service to and from the Airport. Passengers can also depart and arrive at the Airport via the Spokane Transit Authority, taxis, and rideshare companies.

Felts Field (SFF) is a 400-acre general aviation airport and designated reliever facility that had 71,732 aircraft operations in 2021 and is home to over 175 aircraft and nine commercial tenants. Western Aviation provides fixed-base operator and avionics services. In 2019, the Historic Flight Foundation relocated their classic and antique aircraft collection into a new 21,000-square-foot hangar constructed at Felts Field. Northwest Flight Service recently opened a new 13,000-square-foot hangar to house their growing flight school, aircraft maintenance, and flight rental business. Felts Field has two paved runways and a turf landing strip as well as the ability to accommodate water landings on the adjacent Spokane River.

The Airport Business Park is an industrial and business park development that comprises 432 acres. Strategically located adjacent to Spokane International Airport and Interstate 90, it has 19 buildings and 8 tenants.

The Airport is embarking on a Terminal Renovation and Expansion Project at Spokane International Airport. The first phase of the project, expected to begin later this year, will add gate capacity and modernize the C Concourse terminal building. The second phase will create a consolidated checkpoint and baggage claim area as well as connect the C Concourse to the A/B Concourse post-security. When completed passengers will benefit from the convenience and efficiencies they enjoy at a modern, state-of-the-art terminal with added concessions and passenger amenities.



## About the Spokane Region

Spokane is the second-largest city in Washington state and the county seat of Spokane County. It is located in the eastern portion of the state, approximately 20 miles from the Washington-Idaho border. The Spokane MSA has a population of over 670,000. The city's nickname is The Lilac City and claims to fame include being the birthplace of the Father's Day holiday; the hometown of Bing Crosby; and the host of the 1974 World's Fair.

Few places in the U.S. can lay claim to the vast amount of activities that the Spokane Region brings to the table. What's more, in Spokane it's all just a short drive away. Whether you are an outdoors enthusiast, a fan of the arts or a foodie, Spokane offers many opportunities throughout the year to enjoy a multitude of fun activities.

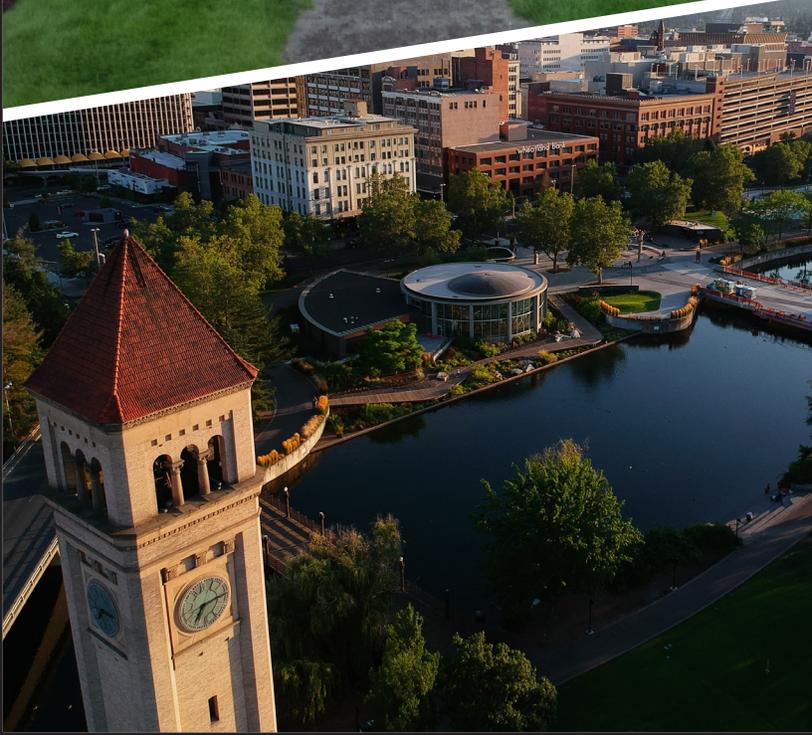
## Outdoor Recreation

When you're in Spokane, expect to be outside. For a region which has flourished around a vibrant river gorge, you'll find a culture rooted in the outdoors. Accommodating weather and perfect geography align to invite you to wander outside to catch a sunset or take a bicycle ride through town. The nearby Cascade and Rocky Mountains offer a haven for powder hounds in the winter and hikers and bikers in the summer. If you're a fan of the links, step up to the tee at one of 33 courses where challenging play pairs with unrivaled beauty creating an unforgettable golfing experience.

From swimming and fishing to taking a cruise across a lake or down a river, the waterways here are your invitation to unlimited adventure. Seventy-six lakes and rivers within 50 miles of the city's downtown core offer countless opportunities for raging whitewater, classic kayaking, swimming, and fantastic fishing. Marvel at the waterfalls in and around town or learn how to fly fish from one of the many local shops. Join others in a raft while pummeling the whitewater rapids or take control of your own aquatic destiny in a kayak. You'll also want to spend time on the shores of a shimmering lake, listening to the lapping of waves and appreciating the variety of colorful vegetation.

As a cycling-friendly community, Spokane boasts miles of challenging roadways to ascend and coast. Or leave the pavement, grab a mountain bike, and explore almost endless combinations of wooded and rocky trails in the area. The most difficult challenge is trying not to stop at every breathtaking vista—save those for when you come back to the trails in your hiking boots. Yes, Spokane offers hiking opportunities that are some of the best in the West.





## Spokane Arts & Culture

Spokane is not only the capital of the Intermountain Northwest; it is also the artistic and cultural hub of the region. A vibrant metropolitan center, our city is a meeting place for artists, performers, curators, musicians, and creatives of all types. Alongside our renowned wineries and urban river gorge, you will find a treasure trove of art galleries, museums, theaters, and historic buildings to make your visit truly memorable. Why settle for either nature or culture when you could have the best of both?

Take in a Broadway show, enjoy a night at the symphony, or have some laughs at one of the area's comedy clubs. Explore world-class museums like the Northwest Museum of Arts and Culture, a Smithsonian-affiliated museum that preserves and cultivates the heritage of the Inland Northwest people through collections, exhibitions, and programs. And satisfy your shopping sensation in sparkling new malls, unique boutiques, world-renowned department stores, and eclectic antique galleries.

Our enterprising city has a long history of dedication to the arts. You can see that in our art galleries, many of which focus on promoting the work of local and regional artists. Whether you find yourself drawn to the Corbin Art Center, the Jundt Art Museum at Gonzaga University, the New Moon Art Gallery, or the Chase Gallery in our own City Hall, the artwork nurtured by our community tastemakers is not to be missed. With a broad range of styles, subjects, and disciplines available, the art you'll see in Spokane is sure to inspire you.

## Education

Spokane is a major hub for education in the Inland Northwest region. There are excellent public and private school options for elementary, junior high, and high school students. Higher education establishments include Eastern Washington University, Washington State University at the Riverpoint Campus, the Community Colleges of Spokane, Gonzaga University, and Whitworth University. Spokane boasts two medical schools, two nursing schools, and Washington State University's undergraduate, graduate, and doctoral Pharmacy school. There are more than 100,000 college students within 90 miles of Spokane.



## Sports

Spokane is a sports mecca. College basketball lovers will find their fix with the Gonzaga University men's and women's basketball teams. In March, the Spokane Arena often hosts the 1st and 2nd rounds of the NCAA tournament. If it's football you're looking for, three local universities, Eastern Washington University, Washington State University and Whitworth University, deliver. In the winter, Spokane Chiefs hockey scores, and summer brings the sound of cheers at Spokane Indians baseball games. The Podium, a state-of-the-art indoor hydraulic-banked track and field venue recently opened and will draw numerous amateur and professional competitive events. A new stadium is in the process of being constructed in downtown Spokane that will host a new professional soccer team.

Sports enthusiasts also enjoy Hoopfest, the world's largest, annual 3-on-3 basketball tournament. Bloomsday is one of the nation's largest timed 10K runs that attracts 50,000 runners to Spokane's downtown streets.

In addition, the Spokane Arena is the perennial host to the State 'B' Basketball Tournament, which brings athletes and fans from across Washington to Spokane.

## Culinary

This foodie paradise will tempt you with every type of cuisine and all the latest food trends. The many local chefs dedicated to culinary craft and excellence are helping to make a name for Spokane on the national food scene.

You'll find the perfect restaurant to suit any occasion or appetite. Looking to nibble and chat? Check out any of the cafés and coffee shops serving up pastries and sandwiches. Want a meal paired with the perfect local wine or brew? There are plenty of wineries and breweries to choose from. If you're feeling a little adventurous, explore the local Northwestern fare and see what the chefs are cooking up with ingredients sourced from nearby farms or even their own gardens. And if you're interested in sampling far-flung flavors, Spokane has that covered as well. Global tastes have their place in this mini metropolis where diverse cultures converge. In Spokane, there's a plate for every palate.





## The Position

Responsible to ensure Spokane International Airport operates safely and in compliance with federal, state and local requirements for commercial service airports. Acts as a representative of Airport Management.

The nature of the position requires the individual to be flexible and responsive. Must be able to process information quickly and make responsible decisions.

The Airport Duty Manager must have proven experience in airport operations and a demonstrated commitment to cultivating a positive, collaborative and highly productive work environment. A customer service focus is essential, as is a passion for aviation, safety, and public service.



## Key Responsibilities

- Inspects and patrols all airport facilities, grounds and properties. Reports discrepancies and takes corrective action as necessary.
- Prepares detailed reports of daily operations, unusual incidents/accidents, hazardous conditions and inspections.
- Ensures safety of airport for users by observing pavement, weather and airfield conditions, and issuing accurate and timely field condition reports and NOTAMS as required.
- Acts as a representative of Airport Management in the absence of more senior managers. Provides leadership, direction, and support to other departments during irregular or emergency operations. Provides logistical support to Airport Fire and Police Departments.
- Responds to, investigates and documents emergency, critical or unusual events occurring on Airport property. Participates in the Incident Command System during emergencies.
- Supervises snow removal operations including assigning priorities for snow removal crews and prioritizing tenant requests for assistance.
- Monitors contractor activity during construction to ensure compliance with all Airport safety requirements and coordinates construction activity with Air Traffic Control.
- Serves as primary contact for Air Traffic Control, Air Carriers and other tenants on issues such as irregular operations, unscheduled operations or unauthorized personnel or vehicles in the aircraft operations area.

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

## Position Qualifications

- A Bachelor's degree in Aviation Management, Airport Operations, or related field.
- Three (3) years of airport or aviation related experience related to operating procedures on the airfield including communications, safety, and general aviation terminology.
- Applicants must possess a valid driver's license, free of serious or frequent traffic violations.

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

## Salary and Compensation

The salary range for this position is \$30.00 - \$39.56/ hour (\$62,400 - \$82,285) depending on qualifications and is accompanied by an attractive benefits package. A starting salary above the mid-point is achievable for the well-qualified candidate.

The Airport has a strong commitment to professional development including pursuit of college degrees, certifications, flight training, and industry involvement.

\$10,000 signing incentive available. Relocation assistance provided.

## How to Apply

To apply online, [click here](#)

Deadline for applications: August 14, 2022

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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 [admin@adkexecutivesearch.com](mailto:admin@adkexecutivesearch.com)*

