



The Jackson County Airport Authority invites applications for
Director of Finance and Administration

Rogue Valley International-Medford Airport (MFR)
Medford, OR

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH

The Airport

The Rogue Valley International-Medford Airport is in southwestern Oregon on 938 acres adjacent to the city of Medford, Oregon's central business district. The Airport is located north of the I-5/Highway 62 interchange.

The Airport serves the Southern Oregon/Northern California region, with many of the Airport's users residing within Jackson County. In 2021, 886,670 passengers used air transportation (est. 1M in 2022) and aircraft operations totaled 45,102. Current service includes direct flights to Burbank, Denver, Las Vegas, Los Angeles, Mesa, Orange County, Phoenix, Portland, Salt Lake City, San Diego, San Francisco, and Seattle. During the pandemic of 2020, the Airport attracted four new routes and maintained all existing routes.

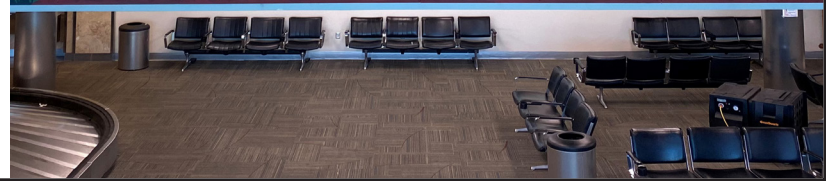
Six airlines currently serve the Rogue Valley International Medford Airport including Alaska, Allegiant, American, Avelo, Delta and United Airlines. The airport is classified by the FAA as a Primary Small Hub Airport.

The management system at the Rogue Valley International-Medford Airport consists of an Airport Advisory Committee/Director System. The Airport Advisory Committee is comprised of nine members appointed by the Jackson County Board of Commissioners. The goal of the committee is to act as an advisory board to the County Commissioners working through the Airport Director on matters of public concern. Their agenda also includes helping to formulate and recommend priorities for capital improvements and further expansion of the Rogue Valley International-Medford Airport.

The Airport has 43 union and 9 non-union employees for a total of 52. The Operational budget for FY 22/23 is approximately \$20.3M.

MFR has a strong capital improvement program and expects to start the following projects in 2023:

- East Ramp Expansion Phase 1: \$6M
- General Aviation Ramp Expansion Phase 1: \$6M
- Construct Northwest Taxiways and Apron for General Aviation Expansion Phase 1: \$4M
- Terminal Planning Area Study for Terminal Expansion: \$1M





Rogue Valley International MEDFORD AIRPORT

The Airports (*continued*)

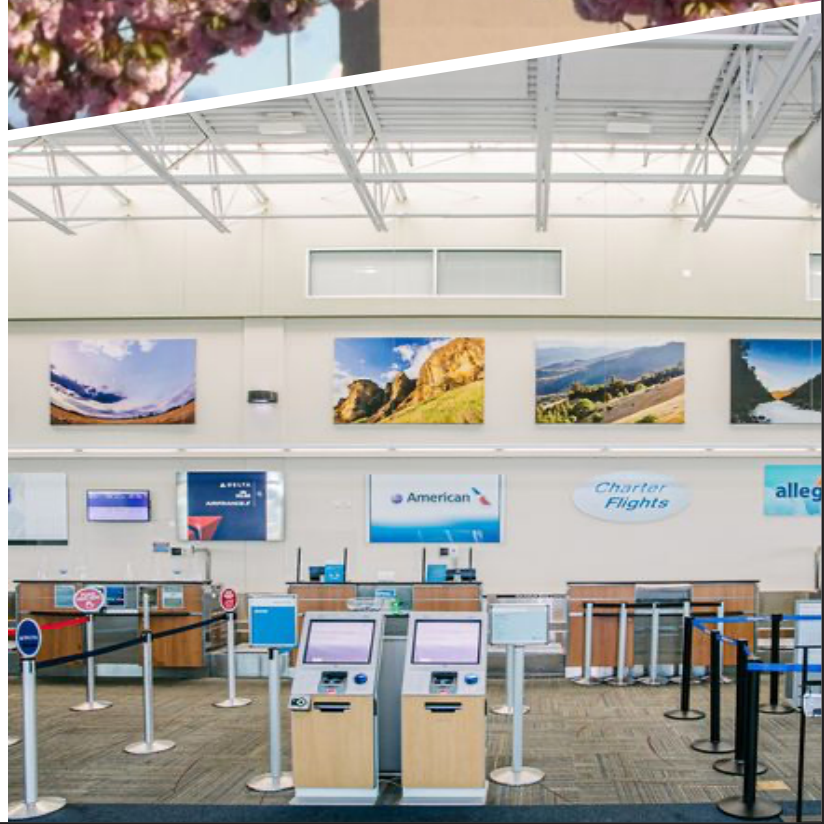
The Airport is served by (2) FBOs: Freeman Holdings, dba Million Air Medford, and Southern Oregon Skyways dba Jet Center MFR.

There are several rental car companies operating at the airport as well as a gift shop and restaurant. There is even a Boeing KC-97 airplane and replica Oval Office that are available to rent for events, meetings or parties.

The region is experiencing tremendous population growth and the Airport is seeing a rise in both passenger growth and economic development demand. Two 2023 capital projects are focused on increasing the supply of hangar/building sites to accommodate this future development. The Airport is actively in the process of partnering with several local companies and education institutions to develop an aviation and first responder school of excellence that will serve as a northwest hub for education and training curriculums.



**JACKSON
COUNTY**
Airport Authority





The Community

Southern Oregon is strategically located on Interstate 5 mid-way between Sacramento and Portland in a mild, Mediterranean climate. The region offers a positive, friendly business and recreation climate and is a thriving community of about 300,000 people in two counties, yet with a quality of place that is envied by many.

Southern Oregon offers a vast array of recreational and cultural opportunities including the Oregon Shakespeare Festival, historic Jacksonville, Britt Music Festival, the Wild & Scenic Rogue River, Art Along the Rogue in Grants Pass, Crater Lake National Park, the Oregon Caves National Monument, Mt. Ashland Ski & Snowboard Resort, and more than a dozen lakes within 45 minutes of Medford. Average commute time is less than 20 minutes allowing the local workforce to spend more time enjoying life, culture and recreation in Southern Oregon adding to their productivity and happiness in the workplace.

Bear Creek Greenway

The Bear Creek Greenway connects the communities of Ashland, Talent, Phoenix, Medford and Central Point with an 18-mile paved, multi-use trail. Bicyclists, skaters, runners, and walkers use the trail for transportation and recreation. Community parks along the Greenway offer restrooms, drinking water, playgrounds and picnicking opportunities. The Greenway provides easy access to many restaurants, coffee shops and bike shops in the communities it travels through.

Britt Music & Arts Festival

Britt Music & Arts Festival, a non-profit organization, is the Pacific Northwest's premier outdoor summer performing arts festival. Located in the historic 1850s gold rush town of Jacksonville, Britt presents dozens of summer concerts, featuring world-class artists in classical music, jazz, blues, folk, bluegrass, world, pop and country music.

The Community (*continued*)

Lithia & Driveway Fields

Lithia & Driveway Fields is a \$30 million, 132-acre state-of-the-art sports park owned by the City of Medford and operated by the Medford Parks and Recreation Department located between U.S. Highway 99 and Interstate 5 on the southern end of Medford. The park features 1.5 million square feet of synthetic grass on 15 all-weather fields, the largest of its type in the United States.

The sports park now features 15 ball fields, including a five-field softball/baseball complex, a six-field multi-sport complex, two full-size baseball fields and two youth baseball/fast pitch fields. Harry & David Field, a natural-grass baseball stadium, is also part of USCCP. Additional park amenities also include an 8,000-square-foot activities pavilion, concession stands, picnic shelters and playgrounds.

Rogue Credit Union Community Complex (Coming Soon)

The Rogue Credit Union Community Complex or “Rogue X” is scheduled to open Fall 2023 and is designed to be a state-of-the-art indoor facility serving the City of Medford and the Rogue Valley. Featuring a competitive pool, a leisure pool, waterslides and splash pads as well as 90,000 square-feet of indoor event space, which includes 8 full-sized basketball courts that can be used for a variety of indoor activities. The Complex presents endless opportunities for family-friendly recreation, sports programs, events, and conferences.

Oregon Shakespeare Festival

Founded in 1935, the Tony Award-winning Oregon Shakespeare Festival (OSF), located in Ashland, is among the oldest and largest professional non-profit theatres in the nation. Each year OSF presents an eight-and-a-half-month season of eleven plays in three theatres plus numerous ancillary activities and undertakes an extensive theatre education program.

Hellgate Jetboat Excursions

Hellgate Jetboat Excursions, based in Grants Pass, draws nearly 85,000 people every season, which runs from May through September. Visitors from all over the world make Hellgate Jetboats their destination to board the propeller-less boat that is pushed by the hydro-jet that glides just inches above the water's surface.

Mt. Ashland Ski & Snowboard Resort

At 7,500 feet, Mt. Ashland is the highest point in the Siskiyou mountain range. Its north facing slopes collect an average 300 inches of snowfall annually. The ski area offers 23 trails in addition to chute skiing and boarding in its famous bowl. All trails are easily accessed by 4 chairlifts.





The Community (*continued*)

Rogue Valley Wine Country

The Rogue Valley wine history dates back to 1840s and Oregon's first official winery was opened by Peter Britt in 1873. The Rogue Valley produces a multitude of different wines and features more than 6,000 acres of vineyards, four wine trails with more than 50 tasting rooms. Forbes Magazine & Wine Enthusiast said the "Rogue Valley was a Top 10 global wine destination" and in September, the Rogue Valley is a finalist for Wine Enthusiasts' Wine Region of the Year in the world.

Wildlife Images

Wildlife Images Rehabilitation and Education Center was founded as a non-profit corporation in 1981 by renowned wildlife rehabilitator J. David Siddon. The facility was created to provide for the care and treatment of sick, injured and orphaned wildlife. Wildlife Images has since expanded to provide educational programs on wildlife, conservation, and the environment to schools, organizations and the public. Animals treated at Wildlife Images have included everything from baby squirrels and badgers to American bald eagles.

Education

Rogue Community College (RCC) is located on three different campuses in the region and offers technical and vocational programs.

Southern Oregon University (SOU) is in Ashland, 12 miles south of Medford and offers several undergraduate and graduate degree programs including business, nursing and health management.

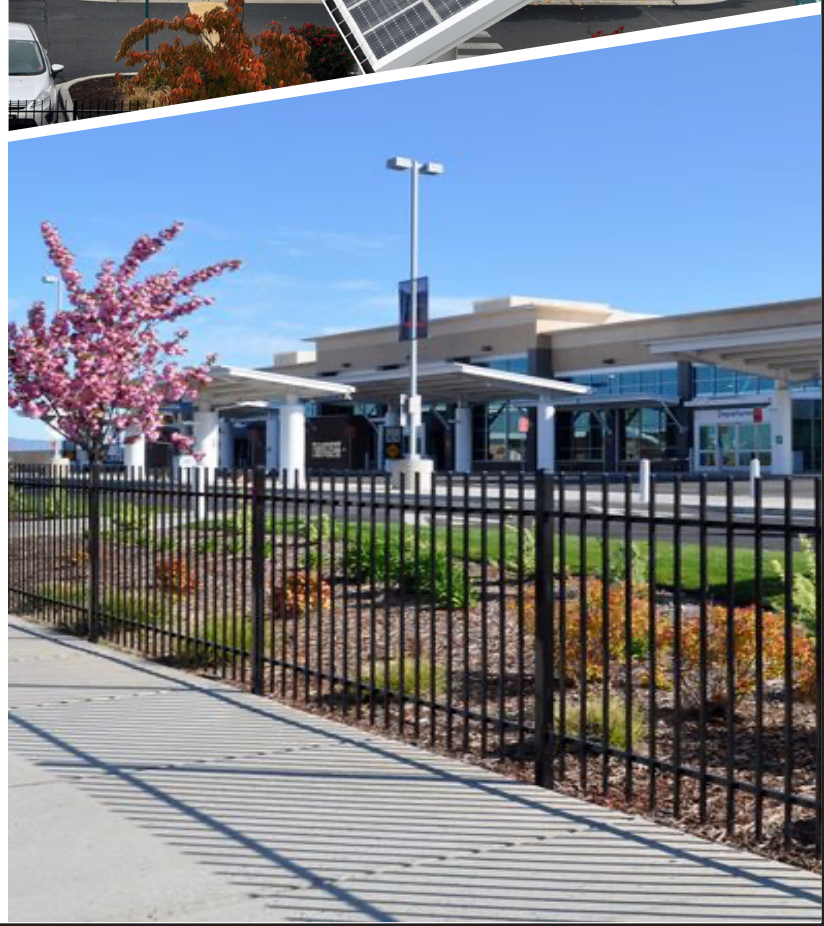
Oregon Institute of Technology (OIT) is located in Klamath Falls, 80 miles southeast of Medford and offers several undergraduate and graduate degree programs including Engineering, Bio-Science, and Computer Science.





The Position

Reporting to the Airport Director, the Director of Finance and Administration is responsible for all facets of the Airport's finance, contract and grant programs, the Airport's annual budget and numerous human resources duties. The Director serves as liaison to the FAA as well as various state and local agencies and organizations. They schedule and supervise activities within their department to ensure work is performed according to the organization's policies and procedures. They coordinate the work of their department with that of other departments and associated staff and contractors. The Director selects, supervises and evaluates staff, resolves grievances and initiates corrective and disciplinary actions as warranted. They prepare and present the annual budget, taking into account goals and objectives, and maintaining appropriate and required records. They also monitor expenditures to ensure compliance with Airport policies regarding use of budgeted funds. The Director is responsible for managing needs assessments, audits, program evaluations, and regular special studies. They ensure the Airport's compliance with County and federal legal requirements. The Director is responsible for service contracts, authorizing payments, monitoring contract compliance and initiating corrective actions as needed. They identify funding sources, researching federal, state and local grant opportunities and supervising the associated application processes and required reports. The Director analyzes industry developments in their areas of responsibility and develops new programs and/or program modifications. They are the point person for the department, resolving problems, complaints or emergencies or directing staff to do so. The Director also develops and maintains a record keeping system that includes evaluation, control and documentation of their areas of responsibility.





Preferred Qualifications

The successful candidate for this position will have a 4-year degree in accounting, finance, business administration or a related area of study, or an equivalent combination of education, training and experience. A Master's degree is preferred. They will also have five years' progressively responsible professional experience in program administration with at least four years' experience in finance that includes supervisory/managerial experience. The successful candidate must have thorough knowledge of the principles and practices of program management and administration and budget development, monitoring, administration and evaluation. Having knowledge and experience in federal, state, and local rules, regulations, codes and ordinances related to public finance administration, as well as knowledge of the principles and practices of modern human resources management practices, including staff motivation, training, and evaluation, is a plus. The Director must be able to develop and monitor a variety of programs, including budgets and funding, work schedules, and grant preparation. They must have experience in, and be able to develop and maintain effective work relationships with staff, public officials, employees and staff of other agencies and the general public. The Director must be skilled in communicating with a variety of audiences, orally and in writing, and be able to make technical presentations. The Director must be able to obtain and maintain a valid state driver's license.

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

Salary and Compensation

The starting salary range for this position is \$85,883.20 - \$109,616.00 with an attractive benefits package. A starting salary near or top of the range is possible for the exceptional candidate. Relocation assistance is available.

How To Apply

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

Deadline for applications: May 7, 2023

The contact for this search is:

Rod Dinger, A.A.E.

rod@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 Jackson County Airport Authority is an equal opportunity employer.