

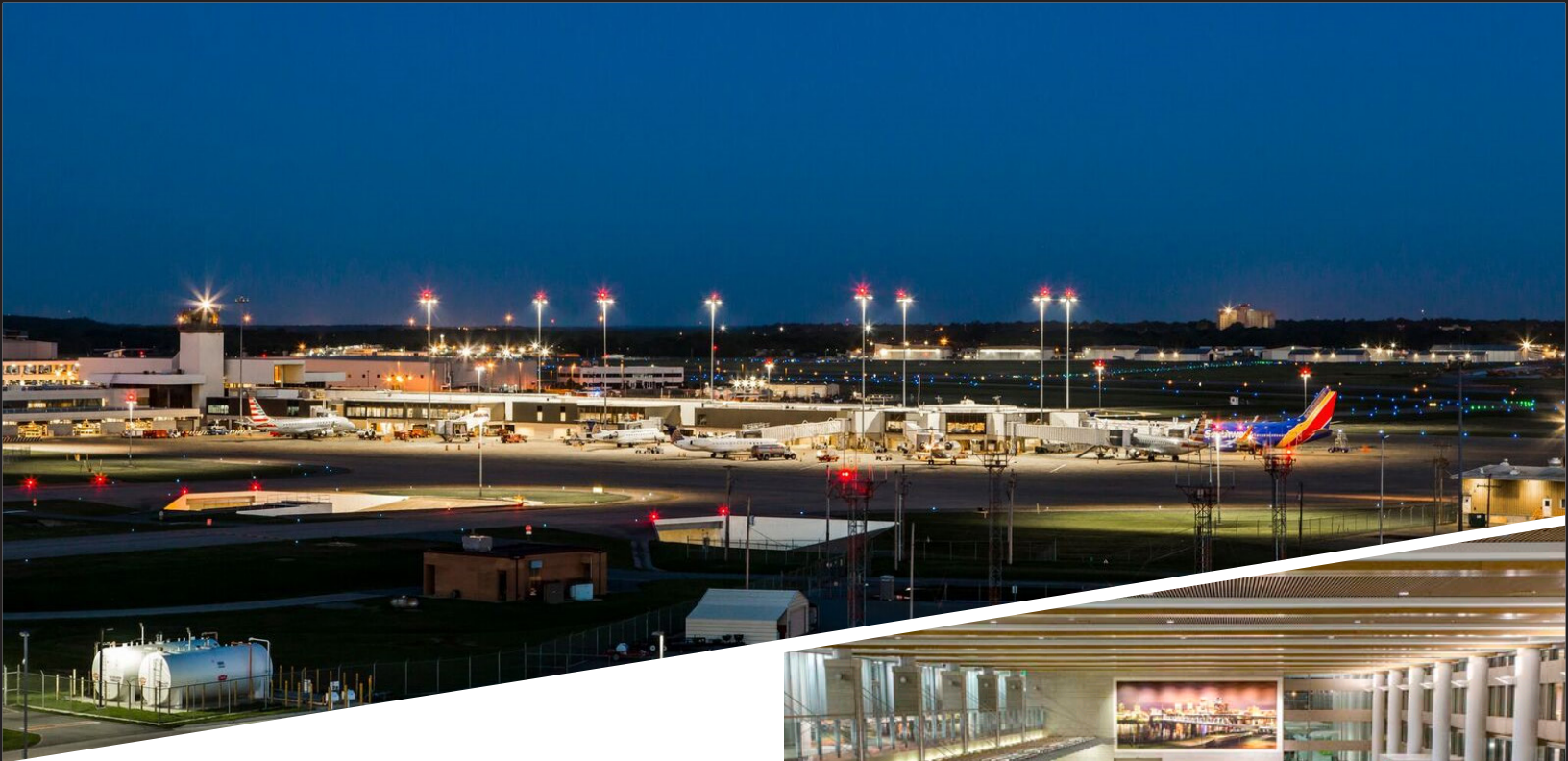


BILL AND HILLARY
CLINTON NATIONAL AIRPORT
LITTLE ROCK

The Little Rock Municipal Airport Commission invites applications for
Director of Procurement

Bill and Hillary Clinton National Airport (LIT)
Little Rock, AR

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



The Airport

Bill and Hillary Clinton National Airport is Arkansas's largest commercial service airport, with nearly 2.2 million passengers annually. Also known as Adams Field, Little Rock's Airport hosts six airlines with dozens of daily departures and nonstop service to 16 cities.

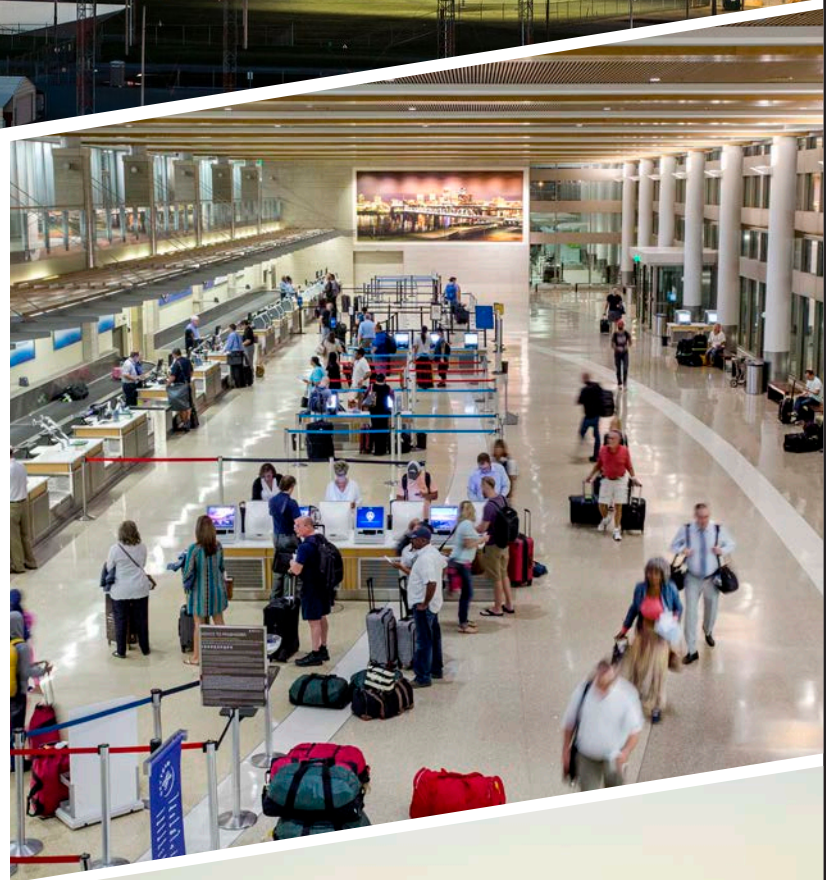
At Bill and Hillary Clinton National Airport, the main goal is to provide passengers with the best travel experience possible.

Our Mission Statement reads:

"To pursue all "Opportunities in Flight" to safely and efficiently connect our customers with the world and to promote economic development for all aeronautical activities."

Clinton National Airport is governed by the [Little Rock Municipal Airport Commission](#). Its seven members serve five-year terms. The duties of the Commission are to manage, operate, extend and maintain Clinton National Airport, related properties and facilities and adopt such rules and regulations as deemed necessary.

The State of Arkansas estimates that the Airport makes a \$1.7 billion economic impact each year. The Airport is self-supporting, using no local, state or federal tax dollars for operations, and employs 165 non-union employees. The Airport is debt free.



The Airport *(continued)*

Significant operators at the Airport include two FBOs: Signature Flight and Atlantic Aviation. Additionally, Dassault-Falcon Jet's worldwide completion center is located at Clinton National Airport. Dassault leases five million square feet at the Airport, which is the largest of the company's facilities. Widely viewed as the world's most technologically advanced aerospace company, Dassault is the only aviation company largely owned and operated by its founding family. It is the nucleus of the aerospace industry in Arkansas. Aviation and aerospace related industry are responsible for approximately 10,000 jobs in our state with aircraft being the number one export. Dassault employs approximately 1,500 people in Little Rock.

Airlines serving Little Rock include:

- American
- Southwest
- Delta
- United
- Allegiant
- Frontier

LIT had 1,124,672 enplanements and 85,969 operations for the year ending 2019. The Airport's operating budget is approximately \$34.3 million FY 2022, and the capital improvements budget is over \$160 million.

Capital Improvement Projects:

The Airport strives to be a positive part of the community. To that end, the goals include:

- To build a state-of-the-art terminal facility to meet future demand
- To develop and implement a plan that attracts all levels of corporate aviation to the Airport
- To locate additional sources of funding
- To become the employer of choice in the community
- To promote industrial development
- To continue to improve air service
- To continue to promote and enhance disadvantaged business enterprises (DBE) participation.

Clinton National Airport is currently designing a Central Utilities Plant, which is an enabling project for continuation of the Airport's terminal redevelopment program. This long-range initiative will add a new baggage claim and larger security screening area. In addition, a hotel will be constructed on Airport property later this year, followed by a travel plaza.





The Community

Little Rock is the capital and the most populous city in Arkansas. It is also the county seat of Pulaski County.

Little Rock is a major cultural, economic, government and transportation center within Arkansas and the South. The city includes cultural institutions such as the Arkansas Arts Center, the Arkansas Repertory Theatre, and the Arkansas Symphony Orchestra, in addition to the hiking, boating, and other outdoor recreational opportunities. Little Rock's history is also available to residents and visitors in a variety of ways: history museums, historic districts or neighborhoods like the Quapaw Quarter, and historic sites like Little Rock Central High School. The city is the headquarters of Dillard's, Windstream Communications, Stephens Inc., University of Arkansas for Medical Sciences, Heifer International and the Clinton Foundation. State government is the largest employer, with most offices being in downtown Little Rock. Little Rock Air Force Base is located 17 miles from the airport and is the only base in the nation providing C-130 training for pilots and crew members. Two major Interstate highways, Interstate 30 and Interstate 40, meet in Little Rock, with the Port of Little Rock serving as a major shipping hub.

Things to do: Little Rock's attractions are as diverse as the city's landscape and offer a wide variety of fun. Little Rock offers history, arts and culture, sustainability, nature, sports, urban outdoor adventure, a Presidential library and everything in between. There are also great [Arkansas attractions for kids](#) and families. Little Rock is a family fun destination—ride an electric streetcar trolley, explore a submarine, check out the zoo and play in one of the best public parks and trails systems in the country.



The Community (*continued*)

Beauty, location, amenities, and affordability combined with warm southern hospitality and popular Arkansas attractions for kids and adults alike: it's no wonder Little Rock is an enticing place to live and work.

Little Rock and central Arkansas are home to a number of [Arkansas agritourism](#) attractions – from the Little Rock Farmers' Market in the River Market District to canoe trips along the Fourche Creek.

There's something for everyone – museums, hands-on activities, and tours promoting the great outdoors and methods of moving to a greener society while emphasizing the resources of The Natural State.

Arts and Culture: Between the public art displays, live music and [The Rep, Little Rock](#) has a thriving arts and culture scene. Enjoy an evening at an Arkansas art museum, Arkansas Symphony Orchestra, the very best of Broadway entertainment, revolving art exhibitions, or a stroll through historic neighborhoods such as the Quapaw Quarter.

Experience The Rep, Little Rock's local theater and the state's largest non-profit professional theater company or walk through the downtown sculpture garden, located in a 33-acre green space in the heart of the city.

Come take in the vibrancy of the Little Rock arts scene, from the River Market to the [Quapaw Quarter](#).

Golf, Sports & Outdoors: Arkansas, known as The Natural State, is a popular destination for outdoor adventure and Little Rock is right in the middle of the action. Home to the best golf courses in Arkansas and popular recreation areas such as the [Big Dam Bridge, Little Rock](#) is an outdoor enthusiast's paradise.

As the capital city, you'll discover our great collection of picturesque parks featuring golf courses suited to all levels, a zoo, playgrounds, an amazing trail system and numerous pedestrian bridges, including the Big Dam Bridge, Little Rock's favorite bicycle and pedestrian pathway.

Golf in Little Rock and central Arkansas consists of some of the [best golf courses in Arkansas](#).

Food and Dining: Little Rock's dining scene is ready to serve it up - from southern cuisine restaurants to top-notch steakhouses.

Are you a BBQ junkie? We have some of the best in the world. Sushi buff? We've got you covered. Authentic Mexican feasts? Si, señor. Little Rock is also home to award-winning cheese dip, an Arkansas creation that is more popular than ever before. We believe that nothing defines a city quite like its food, and our expansive menu of southern cuisine restaurants, ethnic favorites and friendly bars and cafés is a large part of what makes us the dining capital of Arkansas.





The Position

As the Director of Procurement at Clinton National Airport (LIT), you will be a key leader overseeing all facets of purchasing activities. Reporting directly to the Deputy Executive Director, you will play a pivotal role in shaping and implementing procurement policies and procedures. Your responsibilities include approving goods and services purchases, managing associated systems, and ensuring seamless integration with the Airport's Enterprise Resource Program (ERP), Microsoft Dynamics D365 online bidding, contract management, and the B2Gnow supplier portal.

Policy Development and Management:

- Develop and implement effective procurement policies and procedures.
- Approve purchases of goods and services, ensuring compliance with established policies.
- Development and oversight of Departmental Budget.

System Integration:

- Oversee the seamless integration of procurement activities with the Airport's ERP, Microsoft Dynamics D365, online bidding, and the B2Gnow supplier portal.

M/W/DBE Programs and Outreach:

- Manage LIT's M/W/DBE programs, leading outreach and certification activities.
- Act as a liaison to the service-provider and supplier community.

Issue Resolution and Contract Management:

- Review, analyze, and resolve procurement issues, activities, transactions, and problems.
- Maintain Airport Agreement files and oversee contract management.

Team Leadership and Emergency Response:

- Supervise, coordinate, and review the work of professional and administrative staff.
- Assist in the event of Airport emergencies, demonstrating leadership and adaptability.

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

Preferred Experience, Education

- Bachelor's degree in Accounting, Business, Finance, Information Systems, or a related field.
- 6 years of experience in airport, government, public, or related purchasing activities, including 4 years in a supervisory capacity.
- Or equivalent combination of education and experience.

Knowledge and Skills:

- Advanced knowledge of contract administration, cost and benefit analysis, and relevant laws and regulations.
- Familiarity with Microsoft Office, online bidding, supplier portals, and integrated procurement marketplaces.
- Experience with Enterprise Resource Planning (ERP) and Microsoft D365.
- Working knowledge of minority and disadvantaged business participation in procurement.

Communication and Certification:

- Strong oral and written communication skills.
- Ability to obtain and maintain a valid state driver's license.
- Possession of Professional Purchasing Officer or Purchasing Manager certification is preferred.
- Collaboration and Training:
- Ability to liaison effectively with the service and supplier communities.
- Capable of developing, organizing, and delivering training to co-workers.
- Effective communication with executive management, attorneys, and contract specialists.

If you are a results-driven and experienced procurement professional with a passion for driving excellence, we invite you to apply for this transformative opportunity at Clinton National Airport. Join us in shaping the future of procurement and community engagement in the aviation industry.





Salary and Compensation

The starting salary range for this position is \$110,000 - \$170,000 with an attractive range of benefits.

How To Apply

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

Deadline for applications: December 20, 2023

The contact for this search is:

Kenneth Gwyn, A.A.E.

kenneth@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 Little Rock Municipal Airport Commission is an equal opportunity employer.

