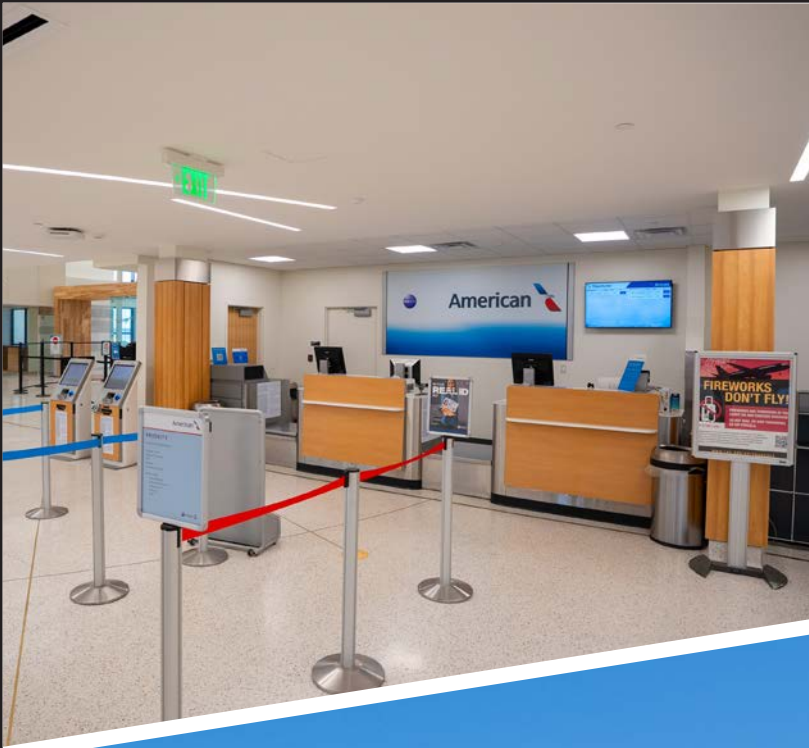




The City of Waco, TX invites applications for  
**Airport Manager**

Waco Regional Airport (ACT)  
Waco, Texas

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



## The Airport

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Nestled in the heart of Texas, Waco Regional Airport (ACT) serves as the premier air travel hub for the Waco community and the surrounding Central Texas region. Conveniently located just 15 minutes from downtown Waco, the airport is an essential connector for residents, businesses, and visitors alike. With a commitment to providing safe, reliable, and customer-focused services, Waco Regional Airport plays a vital role in the city's growth, accessibility, and appeal.

### **A Gateway to Opportunity**

Waco Regional Airport connects the city to the rest of the world through daily flights to and from Dallas-Fort Worth International Airport (DFW), one of the nation's busiest transportation hubs. This vital link makes it easy for residents to access national and international destinations while offering visitors a convenient entry point to explore Waco's vibrant culture, historic landmarks, and thriving economy. The airport provides an active general aviation environment, including primary flight training, business aviation activity and several nationally recognized aircraft performance and modification companies.

### **An Economic Driver for Waco**

The airport is more than a transportation hub—it is a critical economic engine for the city. Waco Regional Airport contributes to the vitality of the local economy by providing a gateway for commerce, tourism, and development. The airport supports local businesses by facilitating efficient travel for business owners, employees, and clients, and it attracts new opportunities to the region by making Waco an accessible and attractive location for investment.

The tourism sector also benefits greatly from the airport's services. Many visitors come to Waco to experience world-class attractions, including Magnolia Market at the Silos, the Dr Pepper Museum, and the Texas Ranger Hall of Fame and Museum. Convenient air travel ensures these visitors have easy access to all that Waco offers, enhancing the city's reputation as a must-visit destination.



## The Airport *(continued)*

### **A Reflection of Waco's Values**

Waco Regional Airport embodies the spirit of Waco—friendly, welcoming, and forward-thinking. The airport is designed efficiently and conveniently, offering free parking, short security lines, and a hassle-free travel experience. Its amenities cater to frequent flyers and first-time visitors, ensuring every traveler feels at ease.

This commitment to service and community mirrors the City of Waco's values, emphasizing quality of life and innovation. As Waco grows, so does the airport's dedication to meeting the evolving needs of its passengers and the city it serves.

### **A Strong Community Connection**

The airport's connection to the City of Waco runs deep. It's not just a point of transit—it's a partner in the city's success. Waco Regional Airport contributes to a shared vision for a vibrant and connected community by fostering collaborations with local businesses, tourism boards, and city planners.

### **A Vision for the Future**

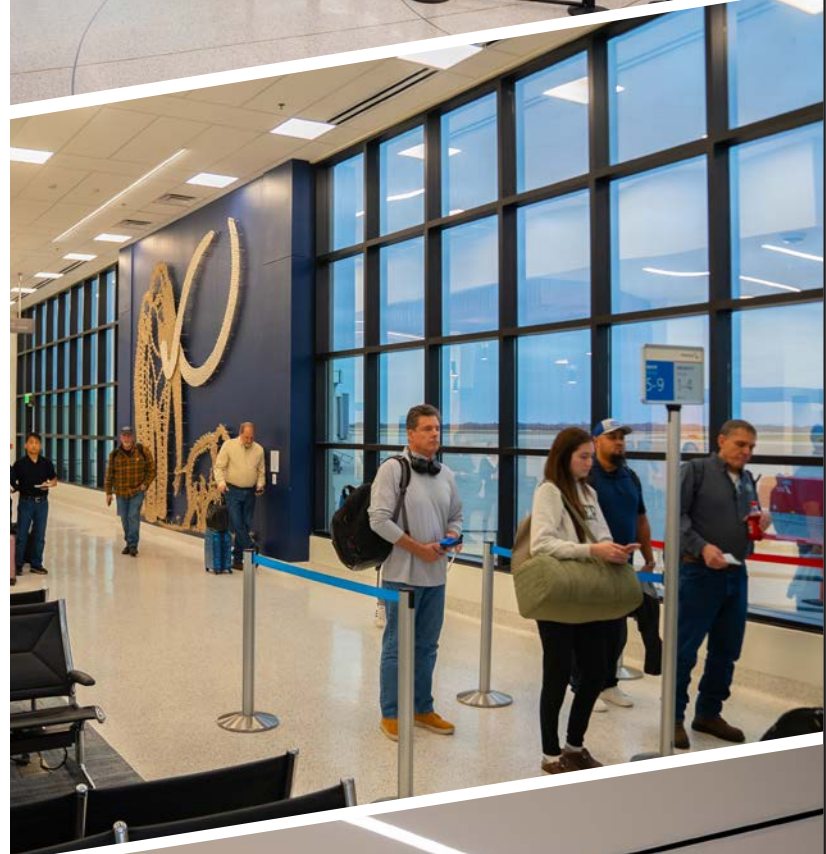
As Waco continues to grow as a regional hub for education, healthcare, and culture, Waco Regional Airport is committed to aligning its services and facilities to match the city's initiatives. Strategic planning is essential for continuing to enhance the passenger experience, improve infrastructure, and attract collaborative partnerships, ensuring the airport remains a cornerstone of Waco's success.

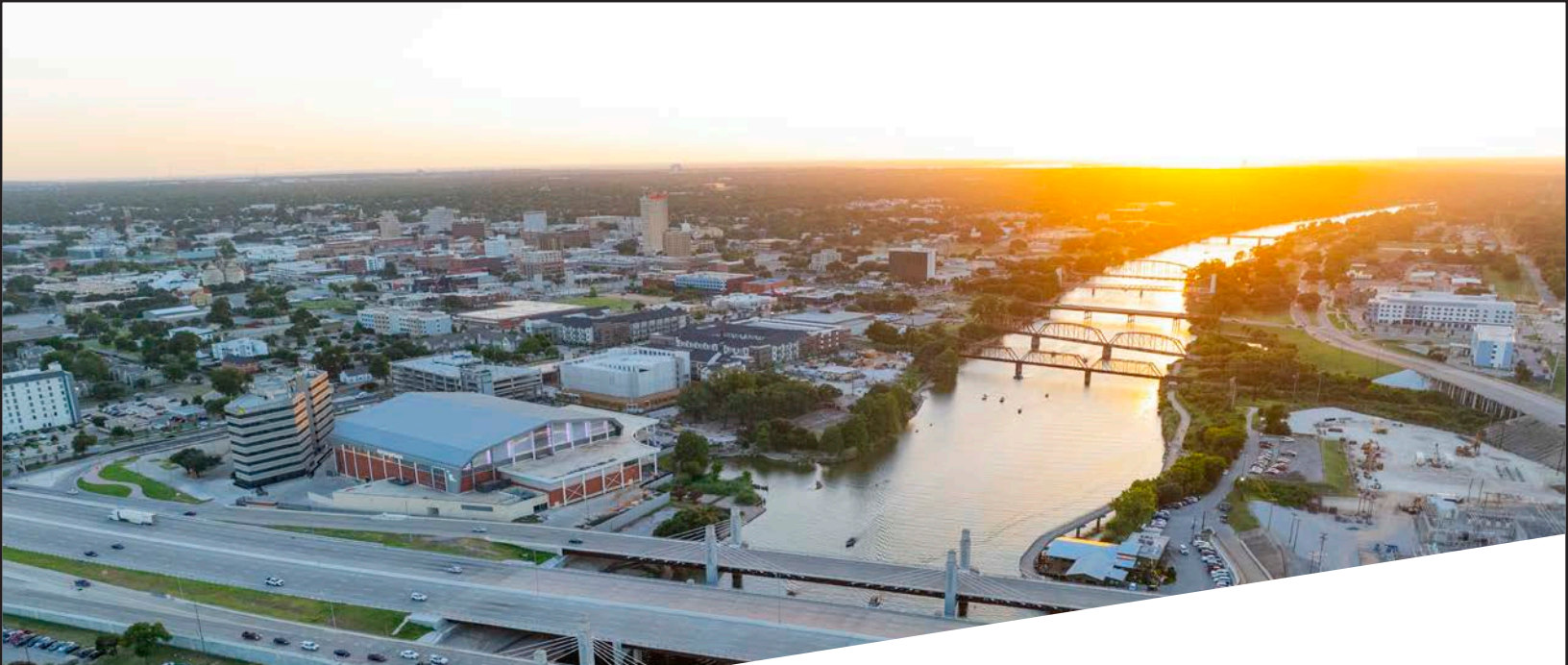
### **Waco Regional Airport: A Point of Pride**

For residents and visitors alike, Waco Regional Airport is more than just a place to catch a flight. It is a symbol of the city's progress and potential. From its strategic location to its dedication to excellent service, the airport exemplifies the best of Waco's character—friendly, accessible, and ambitious.

As the gateway to Central Texas, Waco Regional Airport connects people, businesses, and ideas, helping Waco thrive as a modern and connected city. Whether you're arriving, departing, or simply passing through, Waco Regional Airport ensures that every journey begins and ends with excellence.

With its strong community ties, economic impact, and vision for the future, Waco Regional Airport remains a vital part of the city's story—a story of growth, connection, and opportunity.





## The Community

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### **Waco: A Vibrant Community to Live, Work, and Thrive**

Located along the Brazos River in the heart of Central Texas, Waco seamlessly blends small-town charm with big-city opportunities. Known for its rich history, cultural vibrancy, and strong sense of community, Waco has become a destination of choice for families, professionals, and entrepreneurs seeking a dynamic place to live and work. With its affordable living, abundant recreational opportunities, and welcoming spirit, Waco offers something for everyone.

### **A Growing City with a Rich Heritage**

Waco's story is deeply rooted in Texas history. From its origins as a trading outpost for the Waco Native American tribe to its development into a hub of commerce and education, the city has grown into a thriving community while preserving its heritage. Visitors and residents can explore this history through landmarks such as the Texas Ranger Hall of Fame and Museum, the Dr Pepper Museum, and the historic Suspension Bridge.

At the same time, Waco is a city on the rise. The downtown area is experiencing a renaissance, with revitalized storefronts, trendy eateries, and a bustling arts scene. Magnolia Market at the Silos, created by Chip and Joanna Gaines of Fixer Upper fame, has put Waco on the map as a national destination, attracting millions of visitors annually. This growth has catalyzed new opportunities for residents and businesses, making Waco an exciting place to call home.

## The Community *(continued)*

### **Affordable Living and Diverse Neighborhoods**

One of Waco's greatest appeals is its affordability. The cost of living in Waco is significantly lower than in major metropolitan areas, allowing residents to enjoy a high quality of life without the high price tag. Whether you're looking for a charming historic home, a modern apartment in a vibrant downtown setting, or a spacious property in the suburbs, Waco offers a range of housing options to suit every lifestyle and budget.

Each neighborhood in Waco has its own unique character. The bustling downtown area attracts young professionals and students, while family-friendly neighborhoods offer excellent schools, parks, and a strong sense of community. The diversity of options ensures that Waco has a place for everyone to feel at home.

### **A Thriving Job Market and Business Opportunities**

Waco's economy is as diverse as its community. The city is home to diverse industries, including healthcare, education, manufacturing, and tourism.

Entrepreneurship is also thriving in Waco. The city's supportive business environment and its strategic location along the I-35 corridor make it an ideal place to start or grow a business, helping to create a culture of innovation and collaboration.

### **Education and Innovation**

Education is at the heart of Waco's identity. Baylor University, a nationally recognized institution, serves as a cornerstone of the community. Its beautiful campus, academic excellence, and research initiatives contribute significantly to the city's growth and culture. Additionally, McLennan Community College with the University Center and Texas State Technical College offer affordable, high-quality education and workforce training programs, ensuring that residents have access to the skills they need to succeed.

Waco's investment in education extends to its public and private schools, which are dedicated to fostering the next generation of leaders. With award-winning programs and dedicated educators, Waco's schools provide a strong foundation for children to thrive.

### **A City of Recreation and Culture**

Waco's scenic beauty and outdoor amenities make it a haven for nature lovers and outdoor enthusiasts. Cameron Park, one of the largest municipal parks in Texas, offers miles of hiking and biking trails, picnic areas, and stunning views of the Brazos River. Lake Waco provides opportunities for boating, fishing, and swimming, making it a popular destination for family outings and water sports.



## The Community *(continued)*

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For those seeking culture and entertainment, Waco delivers with a vibrant arts scene. The Waco Symphony Orchestra, local theater groups, and numerous art galleries showcase the city's creative spirit. Festivals like the Waco Cultural Arts Fest and Brazos Nights Concert Series bring the community together to celebrate music, art, and food.

Waco's dining scene is another highlight, featuring everything from beloved Texas barbecue joints to international cuisine. Local favorites like George's, Magnolia Table, and Health Camp have become staples of the Waco experience, while new restaurants and food trucks continue to diversify the culinary landscape.

### **A Community That Cares**

What truly sets Waco apart is its people. The community is known for its friendliness, generosity, and commitment to helping one another. Organizations, foundations and non-profits work tirelessly to support those in need, ensuring that Waco remains a place where everyone can thrive.

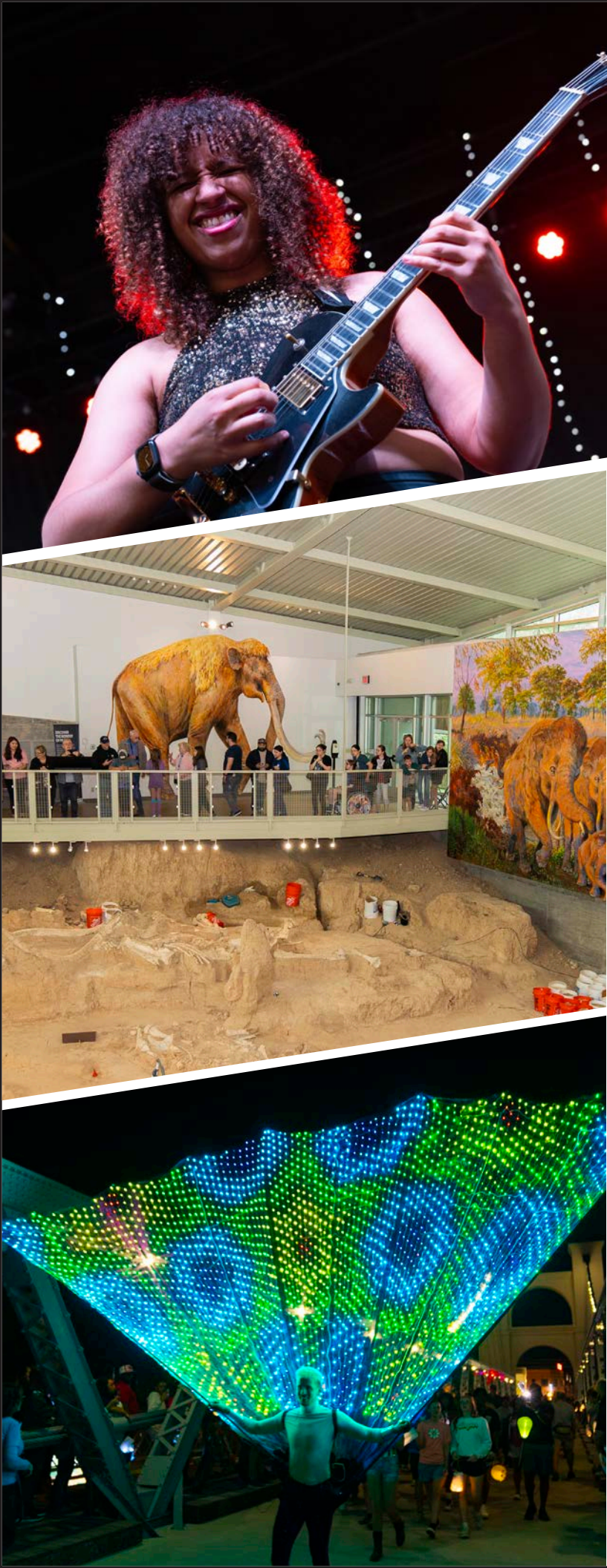
The city's commitment to inclusivity and collaboration fosters a sense of belonging that resonates with residents. Whether through neighborhood events, volunteer opportunities, or simply a warm smile from a neighbor, Waco is a place where connections are easily made, and community spirit thrives.

### **A Vision for the Future**

Waco is a city that honors its past while looking boldly toward the future. Investments in infrastructure, education, and economic development are laying the groundwork for sustained growth and prosperity. With a thriving job market, a vibrant cultural scene, and a strong sense of community, Waco is poised to continue its rise as one of Texas's most desirable places to live and work.

Waco is more than just a city— it's a community where people come together to create a life they love. Its rich history, economic opportunities, and welcoming atmosphere make it an exceptional place to live, work, and raise a family. Whether you're seeking career growth, cultural experiences, or a supportive community, Waco offers the perfect blend of opportunity and charm.

Come and experience the magic of Waco—a city to believe in.



## Position Overview

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The Airport Manager oversees the operations, planning, and staff management of Waco Regional Airport (ACT). This leadership role ensures compliance with federal and state regulations while fostering strong relationships with stakeholders, enhancing operational efficiency, and driving strategic growth initiatives.

## About the Role

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Reporting to senior City leadership, the Airport Manager manages all aspects of airport operations, including general aviation, airline relations, security, emergency planning, and customer experience. This position requires proactive problem-solving, independent judgment, and a focus on continuous improvement to meet city goals and evolving industry standards.

## Key Responsibilities

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- Direct airport operations, marketing, business development, and regulatory compliance.
- Develop and implement policies, goals, and strategic plans for airport growth.
- Lead and mentor airport staff, fostering a culture of accountability and excellence.
- Oversee budget planning, allocation, and monitoring for fiscal responsibility.
- Ensure compliance with FAA, TXDOT, DHS, and other regulatory standards.
- Manage relationships with stakeholders, tenants, and the public.
- Coordinate emergency response plans and safety protocols.

## Leadership Qualities and Style

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The ideal candidate is a strategic thinker with exceptional leadership, communication, and decision-making skills. They excel at building collaborative relationships, driving operational efficiency, and fostering a customer-focused environment.





# Preferred Qualifications

- Bachelor’s degree in Aviation Management, Business, Public Administration, or a related field.
- Five years of experience managing operations at a commercial service airport, including supervisory experience.
- In-depth knowledge of FAA, DHS, EPA, and OSHA regulations.
- Accredited Airport Executive (A.A.E.) certification preferred or ability to obtain
- Proven expertise in aviation program planning, contract negotiation, and resource management.
- Strong problem-solving abilities and a commitment to continuous improvement.

The Airport Manager plays a crucial role in shaping the future of Waco Regional Airport, ensuring safe, efficient, and customer-centric operations that contribute to the region’s economic growth.

# Salary and Benefits

The salary range for this position is \$120,000 to \$160,000. The City of Waco offers a full range of benefits including health, dental, vision, and life insurance along with an attractive time-off package. The City participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a municipal match ratio of 2:1. For details on benefits, [click here](#).

# How To Apply

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

**Deadline for applications: March 9, 2025**

The contact for this search is:  
**Kenneth Gwyn, A.A.E.**  
[kenneth@adkexecutivesearch.com](mailto: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](mailto:admin@adkexecutivesearch.com).

Applicants selected as finalists for this position will be subject to a comprehensive background check. The City of Waco, TX is an equal-opportunity employer.