



Dallas Airport System

The City of Dallas invites applications for
Assistant Director - Operations

Dallas Love Field - DAL
Dallas, TX

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



The Department of Aviation manages and operates Dallas Love Field Airport, Dallas Executive Airport, and the Downtown Dallas Heliport. With over 350 employees in its workforce, the Dallas Airport System is one of the most vital transportation systems in North Texas.

It is the mission of the Department of Aviation to create innovative Airport experiences by promoting safety and comfort, valuing its employees, developing its facilities, recognizing its unique role in the Dallas community, and contributing a positive economic impact.

Dallas Love Field Airport

Centrally located less than seven miles from Downtown Dallas, Dallas Love Field Airport is leading the evolution of the airport experience. DAL is the 2018, 2019, 2020, 2021 and 2022 (Voice of the Customer), 2023 and 2024 recipient of the Airport Service Quality Award for North American Airports that serve 15-25 million passengers. Today, it is the 31st-busiest airport in the United States and the busiest medium-hub airport despite its federally mandated cap of 20 gates and barring of international travel. In 2024, DAL had just under 18 million passengers.

Combining the economic contributions of the airport and related business operations, visitor spending, and capital improvement program spending for Fiscal Year 2024, total economic contributions created by Dallas Love Field reached \$6.2 billion in economic activity, boosted labor income by \$4.2 billion paid through more than 27,981 local jobs. Total revenues to the City of Dallas from taxes, fees for licenses and permits, and other revenues exceeded \$33 million.

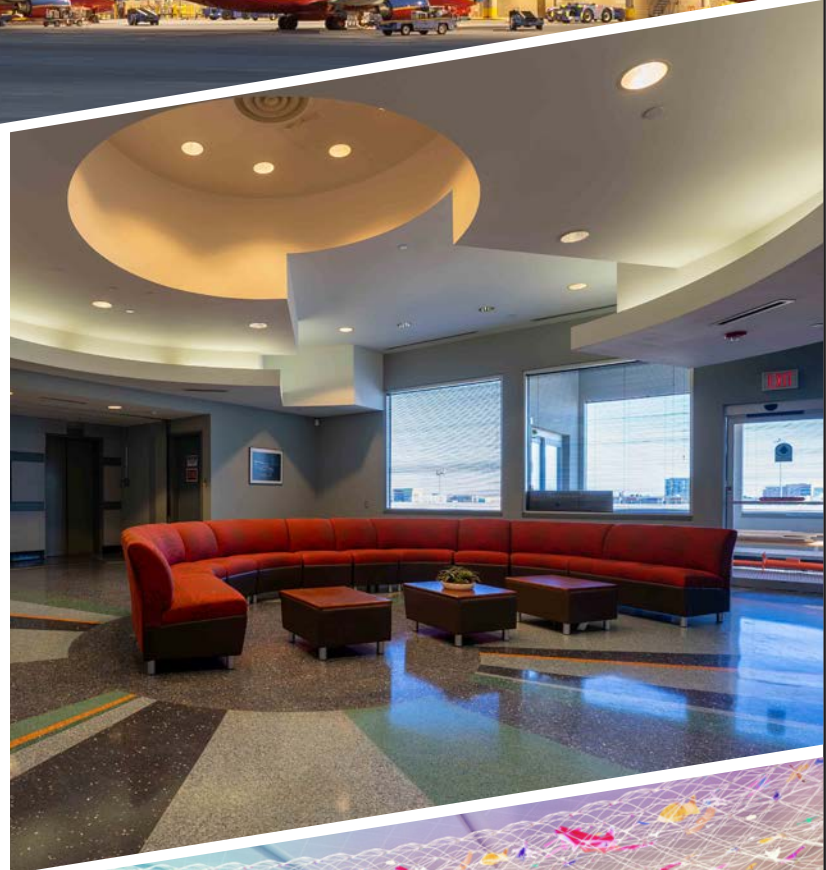
As a vital transportation link to the region, growing demand at Dallas Love Field will stem from the following: the transformation of neighboring industrial areas such as the Stemmons biotech corridor, the renovation of Dallas' Convention Center, Lemmon Avenue's development and revitalization, and residential, mixed-use, and commercial growth and redevelopment near and in Downtown Dallas.



Dallas Executive Airport

Located less than ten miles from Downtown Dallas, Dallas Executive Airport occupies over 1,000 acres of land and is within minutes of the best Dallas has to offer. The airport features 480 acres of developable land.

Fully equipped with an air traffic control tower, a full instrument landing system, all the necessary aeronautical lighting, airport markings, and air navigation radio aids, DEA provides accessibility even under adverse weather conditions. Two full-service fixed-based operators provide a range of amenities including meeting rooms, pilot lounge areas and sleeping quarters, car rentals, fuel maintenance, hangar rentals, and charters. The airport's terminal building has a full-service restaurant and administrative offices. The business conference center features a large briefing room as well as breakout rooms—available for use by airport guests and tenants. State-of-the-art amenities and infrastructure provide first-class service to corporate and business segments of general aviation. With prime land ready for development, Dallas Executive Airport also provides excellent growth opportunities for both aeronautical and industrial development.





The Community

Dallas is the ninth largest city in the US and the third largest in Texas with a population of 1,281,047. The Dallas-Fort Worth Arlington MSA consists of twelve counties: Collin, Dallas, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant and Wise and has a population of 6,954,330. The Dallas-Plano-Irving MD (metropolitan division) is slightly smaller with a population of 4,604,097 and is composed of eight counties: Collin, Dallas, Delta, Denton, Ellis, Hunt, Kaufman, and Rockwall. Dallas is in the Central Time Zone in North Central Texas, thirty-five miles east of Fort Worth, 245 miles north northwest of Houston and three hundred miles north of the Gulf of Mexico and the area is home to 21 Fortune 500 companies including JC Penney, AT&T, Texas Instruments, and others.

Home to seven professional sports teams, Dallas is a sports mecca. Sports enthusiasts will enjoy watching The Dallas Cowboys (NFL); Dallas Stars (NHL); Dallas Mavericks (NBA); Dallas Wings (WNBA); FC Dallas (MLS) and the Texas Rangers (MLB) plus NASCAR and Indy racing. The area is also home to more than two hundred golf courses.





The Community (*continued*)

Dallas is a commercial and cultural hub of the region. Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. Dallas delivers BIG in the arts and culture scene thanks to the largest contiguous urban arts district in the country. From galleries in the Bishop Arts District to street art in Deep Ellum, there's something in every corner of the city and many of the museums offer free entry. If you are looking for activities with the kids, or a fun night out on the town, Dallas has so many things to do from the classics like Reunion Tower and Perot Museum of Nature and Science, to new experiences in must-see spots like Trinity Groves and the Design District.

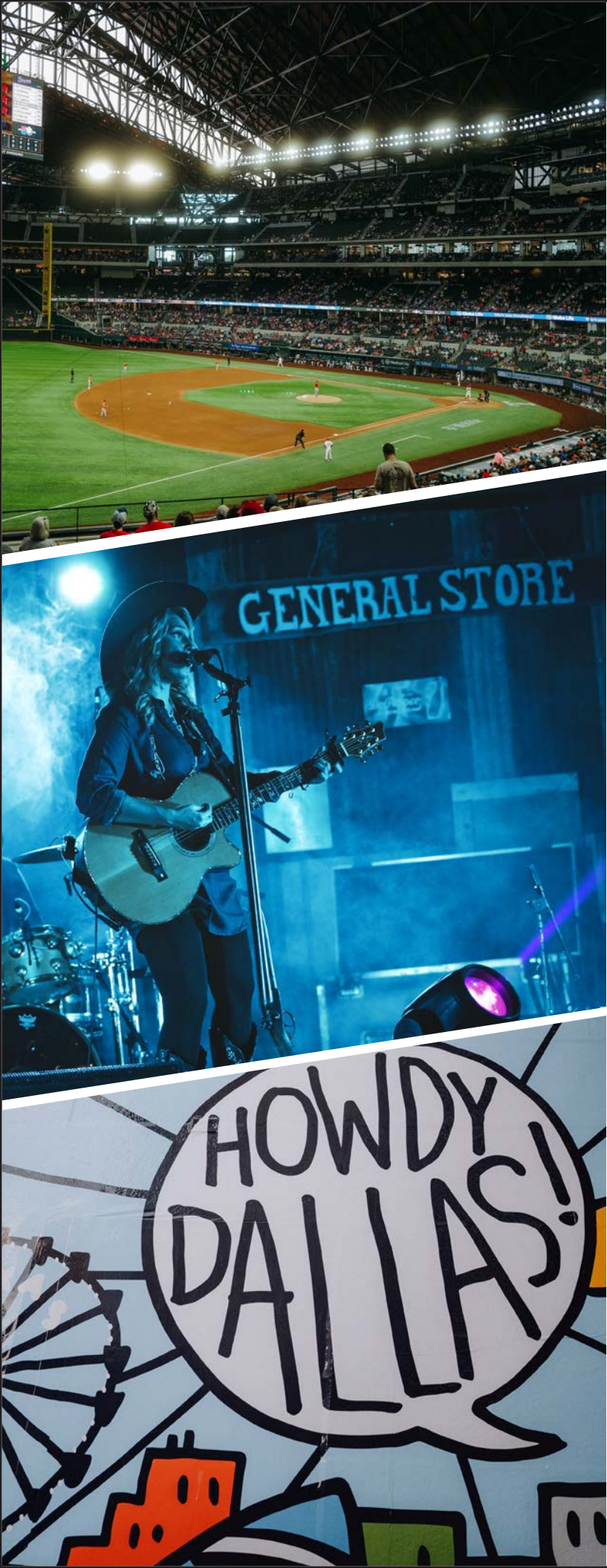
For foodies, Dallas does not disappoint. Taste the unique culture of Dallas firsthand, with incredible dining options spread throughout the city. Sample the finest in chef-driven cuisine – from internationally-inspired dishes like Laotian boat noodles, ceviche and sashimi, to Texan mainstays like tacos, steak and barbecue. No matter your tastes or your budget, there's an unforgettable meal waiting for you in Dallas.

If live music is more your scene, there's no shortage of opportunities to check out a band or artist performance. Head to Granada Theater on Greenville Avenue in East Dallas to start. Check out Trees and The Bomb Factory for a night out, too – these venues epitomize the music history of the Deep Ellum neighborhood and showcase local, national and international artists on a weekly basis.



AMERICAN ART





Position Overview

The Assistant Director - Operations plays a pivotal role in ensuring the safety, efficiency, and regulatory compliance of the Dallas Airport System (DAS), which includes Dallas Love Field, Dallas Executive Airport, and the Vertiport. Reporting to the Deputy Airport Director, this position provides strategic oversight of operations, maintenance, and financial functions while guiding managers and staff in delivering a secure and customer-focused airport environment.

About the Role

The Assistant Director serves as the operational subject matter expert for the DAL, overseeing daily operations, long-term planning, and resource management. This leader works closely with stakeholders across the system to address challenges, guide construction impacts, and maintain compliance with FAA Part 139/CFR 49. The position requires both a hands-on approach during emergencies and a visionary mindset to set division goals and strategies.

Key Responsibilities

- Direct operations and maintenance for all DAL, ensuring runways, taxiways, and safety areas meet FAA standards.
- Manage airside, landside, and regulatory activities, including emergency and weather responses.
- Lead, mentor, and align Senior Managers with organizational objectives.
- Oversee vendors, consultants, and service providers supporting operations.
- Develop and manage departmental budgets, ensuring efficient use of resources.
- Collaborate with internal teams to minimize construction and maintenance impacts.
- Prepare reports, briefings, and analysis for executive leadership.
- Advance strategic plans and ensure compliance with safety and customer service standards.

Leadership Qualities and Style

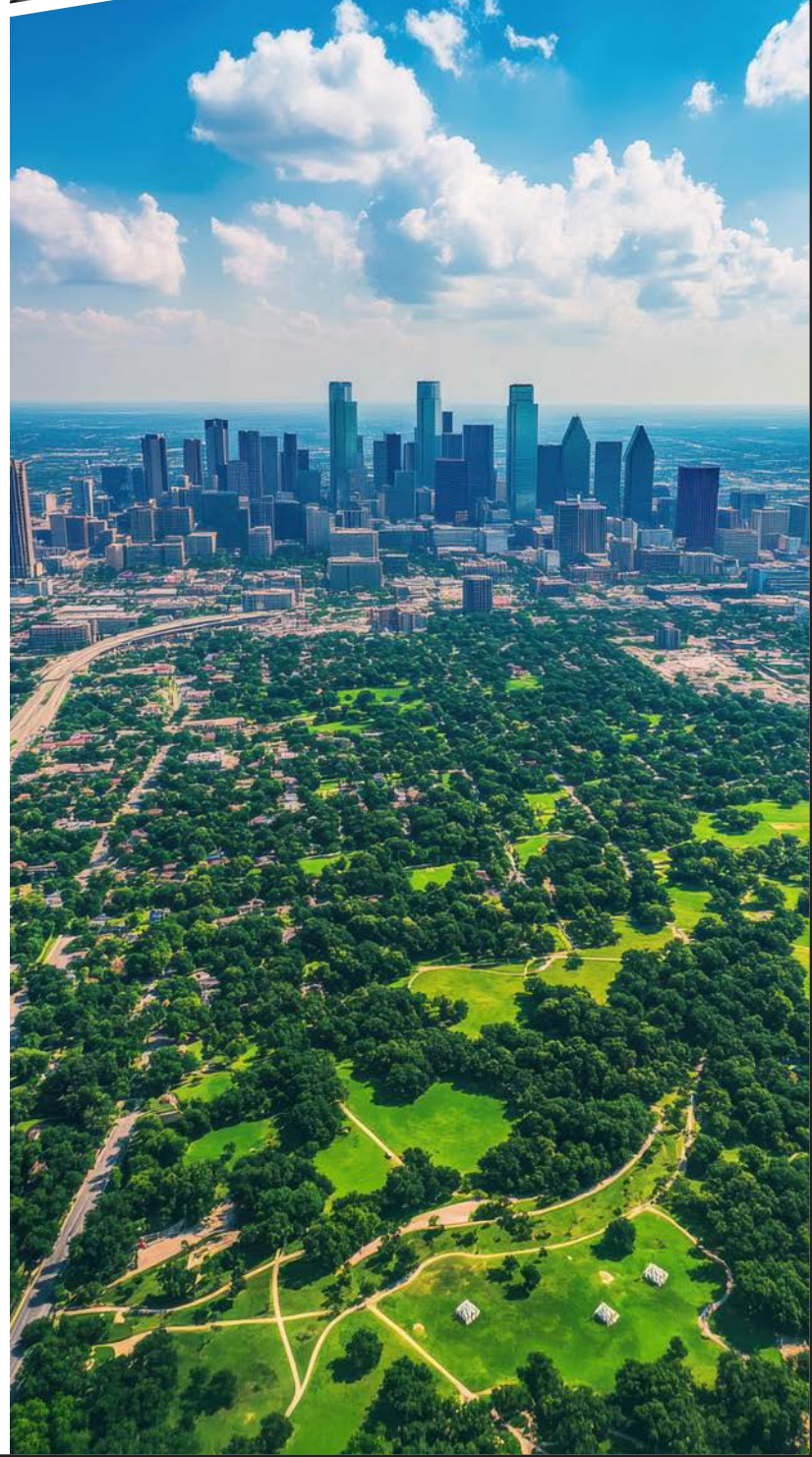
The successful candidate will:

- Demonstrate strong decision-making in high-pressure and complex situations.
- Build effective relationships across departments, vendors, and regulatory agencies.
- Inspire teams through clear communication, empowerment, and accountability.
- Balance innovation with regulatory discipline to sustain operational excellence.
- Exhibit professionalism in public speaking and presenting performance metrics.

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

Preferred Qualifications

- Bachelor's degree in Aviation Management, Public Administration, Business, Political Science, Public Relations or related field (advanced degree preferred).
- Seven (7) or more years of progressive airport operations, maintenance, or aviation administration experience, with at least three (3) years in management.
- Equivalencies – any of these scenarios will meet the education and experience requirements:
 - High school diploma or GED plus eleven (11) years of the required experience including three (3) years of the stated supervisory/project management experience will meet the education and experience requirements.
 - An associate degree in any field plus nine (9) years of the required experience including three (3) years of the stated supervisory/project management experience.
 - A bachelor's degree or higher in a non-specified field plus nine (9) years of the required experience including three (3) years of the stated supervisory/project management experience.
 - A master's degree or higher in a specified field plus five (5) years of the required experience including three (3) years of the stated supervisory/project management experience.
- Must pass FAA and TSA background and investigations.





Salary and Benefits

The salary range for this position is \$150,000 - \$165,185, depending on experience. The City of Dallas offers an attractive benefits package and will assist with relocation costs.

How To Apply

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

Deadline for applications: November 9, 2025

The contacts for this search are:

Kenneth Gwyn, A.A.E.

kenneth@adkexecutivesearch.com

Kim Kenville, Ph.D., C.M.

kim@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 City of Dallas is an equal-opportunity employer. We support diversity and are committed to creating an inclusive environment for employees.

