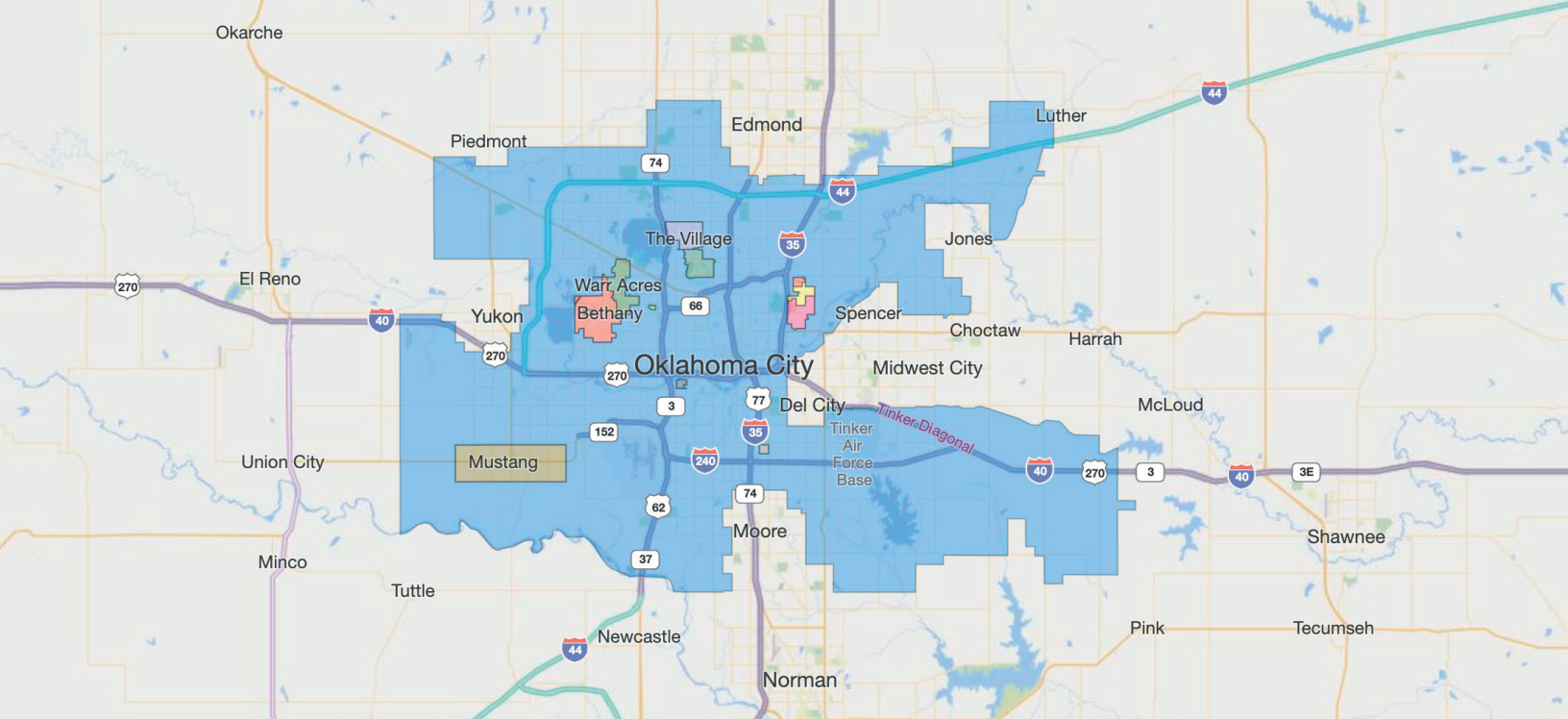


OKC



Airports Director
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» Oklahoma City

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. The City of Oklahoma City serves approximately 670,000 residents in a four (4) county, 621 square mile area.

Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.



Departments

Twenty-two (22) departments provide a wide array of municipal services and programs:

- Airports
- City Auditor's Office
- City Clerk's Office
- City Council Office
- City Manager's Office
- Development Services
- Finance
- Fire
- General Services
- Human Resources
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities





Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, The City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The new I-40 Crosstown Expressway relocation, which opened in 2013 allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the



National Cowboy and Western Heritage Museum, the Oklahoma City Museum of Art, the Oklahoma City National Memorial, the Oklahoma History Center and the National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the City, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds. The estimated cost for all of these projects is \$777 million.



In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families. The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center will provide 85 acres of park space, with walking trails, interpretive art, and serve as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over 27 months was \$255,873,607 and to date with interest the board has allocated \$258 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City's sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City

temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs including parks, youth centers, a senior wellness center, family justice center, diversion hub, homelessness projects, sidewalks, bike lanes, trails and streetlights, a new animal shelter, beautification projects and mental health and addiction projects.

Additionally, MAPS 4 will fund quality of life and job-creating initiatives including projects at the Innovation District, Freedom Center and Civil Rights Center, transit improvements, downtown arena improvements, a new multipurpose stadium and a new fairgrounds coliseum.



Vision, Mission and Core Values

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors.

We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



➤ The Position

The Airports Director position is appointed by the City Manager and reports to an Assistant City Manager. The Airports Director is responsible for a staff of approximately 131 full-time employees, an annual operating budget of approximately \$47 million, and a five-year capital budget of over \$171 million.

The Airports Director provides executive leadership and is responsible for planning, directing, managing, and overseeing airport operations; financial and property administration; real estate development; facilities maintenance; airport security; fire protection; air service recruitment; and public relations. The Director also coordinates assigned activities with other City departments and outside agencies and provides highly complex administrative support to the City Manager's Office. The Airports Director also serves as the General Manager of the Oklahoma City Airport Trust (OCAT).

The Airports Director and the OCAT operate and manage three municipal airports for the City of Oklahoma City that are organized into five divisions: Administration, Commercial Aviation, General Aviation, Maintenance, and Property Management and Development.



» Department Highlights

Will Rogers World Airport (WRWA) is the region's largest commercial service airport with seven major airlines, over 60 businesses, and approximately 12,000 employees. WRWA is one of the largest land mass commercial airports in the U.S. with approximately 8,100 acres. The airport has been very successful in attracting businesses that lease airport property. Lariat Landing, approximately 1,000 acres on the east side of WRWA, has been designated for aviation and non-aviation development including commercial, industrial, and retail uses. Tenants include two Amazon fulfillment centers, a FedEx distribution facility, a convenience store, Skywest Airlines Maintenance facility, three fixed-based operators (Atlantic Aviation, Val Air, and Jet Jets), and Field Services. The department maintains over 450 leases, contracts, agreements, and permits ranging from simple permits to complex airline and rental car agreements and third-party leases.

The department has a robust capital improvement program and is about to complete a major terminal expansion adding four gates, a new security screening checkpoint, a new concession program, large meter/greeter lobbies and additional public circulation space. Also nearing construction is the pedestrian tunnel that connects passengers to three parking garages and the terminal building. Construction will start later this summer on a \$28 million reconstruction of Runways 13–31.

Similar to all U.S. commercial airports, passenger

levels at Will Rogers World Airport were significantly impacted by the COVID-19 pandemic in 2020. Airline traffic in 2020 decreased 57 percent from the all-time record high passenger numbers in 2019. Passenger boardings at Oklahoma City have returned quicker than expected. In May 2021 passenger levels were only 26 percent lower than May 2019 and are expected to continue to rebound to 2019 levels.

Wiley Post Airport is designated by the Federal Aviation Administration as a reliever airport. It has over 1,300 acres; approximately 60,000 operations each year; over 350-based aircraft and has more corporate and business jets based on the airport than any other general aviation airport in the state. For the past few years over 70 percent of itinerant operations have been corporate/business jet aircraft. Wiley Post is known as a one-stop location for a pilot to get numerous kinds of services such as engine repair, structural repair, painting, upholstery, avionics, charter services, and flight schools. Wiley Post Airport has three fixed-base operators (Atlantic Aviation, Val Air, and Private Jets). The airport has parallel runways with the longest runway having precision ILS approach capability on both ends.

Clarence E. Page Airport is located in far west Oklahoma City and is a smaller general aviation airport that caters to the more recreational pilot. The airport has over 60 tenants and also has parallel runways with the longest being jet capable and has one fixed-based operator.



➤ Airport Trust

The OCAT has five trustees comprised of the Mayor, City Manager, a City Council member, and two independent citizen trustees. The purpose of OCAT is to establish, develop, construct, improve, operate, and maintain the City's municipal airports including construction, installation of equipment, and maintenance and operation of buildings and other facilities for the servicing of aircraft, and for the comfort of travelers, tenants, users, and the general public.

➤ Airport Department Divisions and Programs

The Administration Division includes three programs:

- The Airport Data Systems Program provides technology services to department employees, airport tenants, and the general public. This program maintains dozens of airport proprietary IT systems while also maintaining interface with numerous systems connected to the City of Oklahoma City.
- The Executive Leadership Program provides planning, management, administrative, and reporting services to department employees and City leaders so they can achieve strategic goals and key results.
- The Public Information and Marketing Program provides the users, tenants and employees of the airport effective communication, promotions, commercial and airport advertising, and air service development.

The Commercial Aviation Division includes three programs:

- The Airfield Operations Program provides airfield inspections and emergency response services to the flying public, airport users, and tenants. Airport Operations is the 24-hour management of Will Rogers World Airport and is responsible for maintaining the airfield in accordance with FAA Part 139 standards.
- The Runways and Taxiways Program at Will Rogers World Airport provides runway and taxiway maintenance services to aircraft operators so they can have safe ground movement.
- The Safety, Security and Inspection Program provides secured area management, security oversight, and information dissemination services to airport employees, tenants, contractors, vendors, and the traveling public so they can have access to a secure airport environment. This program is responsible for badging over 3,500 employees, tenants, contractors, vendors, and government personnel in accordance with TSA security directives.



The General Aviation Division includes one program:

- The Operations Program operates and maintains the two general aviation airports (Wiley Post and Clarence E. Page). Staff conducts routine airport inspections and maintains runways, taxiways, grounds, and facilities. The Division serves as landlord for airport tenants and facilitates airport special events.

The Maintenance Division includes four programs:

- The Building Maintenance Program provides maintenance on airport buildings and facility maintenance on leased facilities to airport tenants and users.
- The Equipment Maintenance Program provides vehicle and equipment preventive maintenance and repair services to airport contractors and airport employees so they can have operable equipment needed to perform their duties. Equipment ranges from small equipment repair to large complex equipment such as aircraft rescue and fire fighting vehicles, ice and snow equipment, public transportation buses, and various field equipment such as mowers and heavy dirt moving equipment.
- The Fuel Program operates a fuel storage facility and provides fuel storage services to aircraft refueling tenants and City and contractor personnel so they can have quality fuel and fuel services.
- The Horticulture Program at Will Rogers World Airport provides maintenance of grounds, landscaping, center medians, and rights-of-way for citizens

and visitors so they can experience a safe, clean, and aesthetically pleasing environment.

The Property Management and Development Division includes three programs:

- The Architectural and Engineering/Planning Program provides technical analysis, space planning, long-term capital planning, project management, and support to other airport divisions so they can have the engineering and planning resources they need within the specified time frame.
- The Construction Program provides capital improvement construction services to tenants and other Airport divisions so they can have the buildings, facilities, and infrastructure necessary to meet their needs within budget and time constraints.
- The Facility and Lease Administration Program provides facility accommodations, economic development support, leasing, and permitting services to tenants and other users so the airport can generate revenue for operations and users can have the facilities necessary to meet their needs.



➤ Challenges

- Increasing and stabilizing airport revenue in order to finance operations and capital needs in a continuously changing airport environment;
- Being able to recognize and evaluate legislative initiatives affecting airport operations and make recommendations to senior leadership;
- Improving the airport environment utilized by the traveling public and tenants through long-term planning and infrastructure improvements;
- Continuing to attract, promote, and sustain air service in Oklahoma City;
- Continuing land use development and maintaining and improving existing aging infrastructure to support that continued real estate development; and
- Digitizing and enhancing accessibility of airport records.



»» The Ideal Candidate

The ideal candidate is a visionary leader, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional knowledge of the field of general and commercial aviation, skill in applying management principles and techniques including budgeting and public administration; and organizational, interpersonal and communication skills.

The ideal candidate must possess:

- Knowledge of and skill applying management principles and techniques including budgeting and public administration.
- Knowledge of the field of general and commercial aviation.
- Skill in verbal and written communications.
- Skill in establishing and maintaining effective working relationships with employees, City officials, general public, etc.
- Skill in supervising activities of professional and technical staff.
- Skill in building collaborative relationships with citizens, elected officials, the business community, media, and employees.
- Skill to develop long-range plans and evaluating work accomplishments.
- Skill in preparing and negotiating contacts with airlines, lessee, vendors, etc.
- Skill in and willingness to make work-related decisions and assume responsibility for all operations of the airports.
- Possession of a valid driver license (Operator).

Preferences:

- Master's degree in Business Administration, Public Administration, Aviation Administration, or a related field OR equivalent combination of education and experience.
- Minimum of eight (8) years' progressive airport management experience, including four (4) years of mid- to upper-level management experience.



» How to apply

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by (DATE). Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. To review more information on the position, and to submit your materials visit: www.cpsr.us/recruitment/1804

For additional information about this position please contact:

Kylie Wilson (916) 471-3325
kwilson@cpsr.us • www.cpsr.us

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530. The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion. The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed inside most of the time with frequent local travel required and occasional out-of-town travel for seminars, conferences, etc. This position is occasionally required to work beyond normal working hours.

Physical requirements include speech and hearing enough to make presentations and communicate by telephone or in person; near vision enough to read reports/documents and computer screens; and arm-hand steadiness and manual finger dexterity enough to write and type on a keyboard.

Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Benefits include:

- Flexible schedules
- Telework
- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 10 regular holidays per year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan