



## Airport Director Brochure

### What We Are Looking For

The City of Newport, Oregon is seeking a highly ethical, principled, and talented Airport Director with a strong background in airport management. The successful candidate will have extensive knowledge of federal, state, and local rules and regulations relative to airport management, safety, aircraft, aviation fueling, wildlife hazard management, security and aircraft operations, and a working knowledge of all airport systems, including pavements, electrical systems, aviation fuel systems, computerized equipment, lighting, storm water drainage, aircraft deicing, communication systems, and all aviation navigational systems. The ideal candidate will have experience in staff supervision and budget development and management, and exceptional customer service skills. The city desires a bachelor's degree in business administration, aviation or airport management, public administration, or a closely related field. The successful applicant will have a minimum of three years of airport operations experience. Applications should be sent to City of Newport, City Manager's Office Attn: Airport Director Recruitment, 169 SW Coast Highway, Newport, Oregon 97365. Open until filled. Response to supplemental questions will be required, and questions will be sent to all applicants via e-mail. The recruitment brochure is available on the city's website [www.newportoregon.gov](http://www.newportoregon.gov).

### Newport - The Community

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, the Oregon State Police, Oregon DMV, Oregon Employment Division offices, and command operations for NOAA's Pacific research fleet. Newport is also home to the Oregon Coast Aquarium, Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping on the Oregon coast is second behind Coos Bay.

Newport has often been described as the most authentic city on the entire Oregon Coast. The city boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless, year-round outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures.

### The City Organization

Newport is organized under the council-manager form of government. The council-manager form is a system of local government that combines the strong political leadership of elected officials in the form of a City Council, with the strong managerial experience of an appointed local city manager. The position of Airport Director reports directly to the City Manager.

Newport is a full-service city providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, airport, parks and recreation, and urban renewal. The adopted 2009-10 combined city/urban renewal agency budget is approximately \$63 million.

### The Airport

The Newport Airport is a Part 139 airport, and is one of more than 90 airports in the State of Oregon. The FBO is open from 8:00 A.M. to 5:00 P.M. daily. It offers a variety of products and services to aviators, including:

- Fuel Sales. Both avgas and jet A are available at the airport. There is a cardlock system, and staff is available to fuel aircraft during regular business hours and on-call.
- Phone/Fax. This complimentary service is provided for airport users.
- Computer/Internet. This complimentary service is provided for airport users.
- Weather. The weather equipment is available for aviator's use.
- Maintenance. Aircraft maintenance is available on an on-call basis.
- Tie Downs. \$3.00 daily and \$40 monthly.
- Hangar Space. The city owns ten T-hangars available at \$180 monthly. Rent for other hangars is \$ .18 per square foot.
- Courtesy Vehicles. Two vehicles are available for use up to two hours, between the hours of 8:00 A.M. and 5:00 P.M.
- Rental Cars.\* Staff makes sure that rental cars are at the airport when guests arrive - but rental is the responsibility of the client.
- Hotel Reservations.\* Staff makes hotel reservations that are paid by the client.
- Catering.\* Staff takes catering orders that are paid by the client.

### The Position

The Airport Director reports to the City Manager, and must have a working knowledge of federal, state, and local rules and regulations relative to airport management, safety, aircraft, aviation fueling, wildlife hazard management, security and aircraft operations, pavements, electrical systems, aviation fuel systems, computerized equipment, lighting, storm water drainage, aircraft deicing, communication systems, and all aviation navigational systems. The ideal candidate will have experience in staff supervision and budget development and management, and exceptional customer service skills. The city desires a candidate with a bachelor's degree in business administration, aviation or airport management, public administration, or a closely related field, and a minimum of three years of airport operations experience.

### Ideal Candidate

The city is seeking a highly ethical, principled, talented, and professional Airport Director

with a strong airport management background. The ideal candidate will have extensive knowledge of federal, state, and local rules and regulations relative to airport management, safety, aircraft, aviation fueling, wildlife hazard management, security and aircraft operations, and a working knowledge of all airport systems, including pavements, electrical systems, aviation fuel systems, computerized equipment, lighting, storm water drainage, aircraft deicing, communication systems, and all aviation navigational systems. The successful applicant will have experience in staff supervision, budget development and management, and exceptional customer service skills. The position desires a bachelor's degree in business administration, aviation or airport management, public administration, or a closely related field, and a minimum of three years of airport operations experience.

The new Airport Director must be approachable and encourage open communication based on an environment of trust and integrity. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will be a strong and confident leader with excellent interpersonal skills, and a top-notch role model. The ideal candidate will be politically astute and demonstrate an unquestionable sense of integrity and honesty. Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the City Council, staff, citizens, community groups, and other city boards and committees. The successful candidate should be computer literate, and a hands-on manager willing to learn the staff jobs and pitch in and help when needed to get the job done.

The successful candidate will possess a flexible "can-do" attitude focused on a customer service approach. It is critical that the Airport Director be able to look at the big picture and to understand and address the current and future needs of the Newport Municipal Airport. He/she will be recognized for building consensus and cooperation, and will bring an appropriate sense of humor to the job.

#### Education and Experience

The city desires an Airport Director with a bachelor's degree from an accredited college in aviation management, airport administration, public administration, business administration, or a closely related field, and a minimum of three years airport management experience, or any combination of education and experience that provides the applicant with the knowledge, skills required to perform the responsibilities of the position.

#### Compensation and Benefits:

Annual Salary \$56,042 - \$73,796. Hiring typically does not exceed the mid-range.

#### Paid Holidays:

- New Year's Day (January 1st)
- Martin Luther King Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veteran's Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (Friday following Thanksgiving)

Christmas Day (December 25th)  
Personal Holiday (day off at employee's discretion)

Paid Vacation

Years of Service	Monthly Accrual	Days/Year
0 to 5 years	8.0 hours	12 days
5 to 10 years	10.0 hours	15 days
10 to 15 years	12.0 hours	18 days
15 to 20 years	15.34 hours	23 days
20+ years	16.67 hours	25 days

Employees designated as exempt accrue an additional 4 hours per month (6 days per year) of vacation. Department heads accrue a further additional 2 hours per month (3 days per year) of vacation.

Paid Sick Leave - Full-time employees accrue sick leave at the rate of eight (8) hours per month and the maximum accrual is 910 hours, unless otherwise provided by law or agreement.

Retirement - Regular employees scheduled to work 30 or more hours per week other than public safety employees become participants of the City of Newport Employees' Retirement Plan on the first of the month following six (6) months of employment

Medical, Dental, Vision, Life Insurance, Long-Term Disability - Excellent plan available to full-time employees.

Deferred compensation plan available.

To Apply

The City of Newport is an Equal Opportunity Employer. All qualified candidates are encouraged to apply. Send cover letter, resume, and city application to City of Newport, City Manager's Office, Attn: Airport Director Recruitment, 169 SW Coast Highway, Newport, Oregon 97365. Open until filled. Include e-mail address as response to supplemental questions will be required, and questions will be sent to applicants via e-mail. For more information about the City of Newport, visit the city's website at [www.newportoregon.gov](http://www.newportoregon.gov).