



Director of Finance and Administration
Roanoke Regional Airport Commission
Apply by November 20, 2013

As the commercial and cultural hub of Southwestern Virginia, Roanoke is a hidden treasure. Early explorers told of blue mountains and a snug flat valley beside the upper Roanoke River. Today, the Appalachian Trail lies just north of the City and the Blue Ridge Parkway just to the south. A little west of the Blue Ridge Mountains, the City is located in the Roanoke Valley, part of the “great valley” that extends from Maryland to Tennessee. Along with many historic buildings, the center city has a new \$67 million art museum and a large civic center. It has a

lively downtown that boasts an historic farmer’s market that operates seven days a week and becomes the scene of brisk nightlife after dark. It has been recognized as one of America’s Most Livable Communities and as a Top Digital City.

The people are warm, friendly, helpful, concerned and progressive. The community is family-oriented and a child can get a very good education with some hard work and good parenting. When asked to characterize Roanoke,

one elected official said, “Hot dogs and art,” meaning the residents are culturally oriented (the orchestra is more than 55 years old), but without pretense. Another way to characterize the City, particularly given its railroad history, would be that it is the economic engine of the region. With housing being quite reasonably priced and many, many outdoor activities nearby, it is simply a great place to raise a family, to live, to work and to play.

The City has an excellent regional airport, outstanding healthcare and great opportunities for higher and continuing education, both within the City and in the surrounding area. All in all, Roanoke is a big city with a big heart. Everyone knows everyone and, in this case, that is a very good thing. One of only two cities to be named an All-America City five times, Roanoke not only is a premier city, but it has all the pieces in place and is well positioned to go to the next level.

Academically Minded

The Roanoke Region is the center of a larger area encompassing 21 institutions of higher education. From liberal arts colleges to a prestigious research institution, the Roanoke Region has nearly 125,000 undergraduate and graduate students being educated for the future.

The largest university in the greater Roanoke Region is Virginia Tech with an enrollment approaching 30,000. It is a prestigious and internationally renowned research institution. As a leader in scientific and technological development, Virginia Tech has educated thousands of scientists and engineers as well as leading business professionals and academics. Other higher education institutions in region include Roanoke College, Hollins College, Radford University, Washington and Lee University, VMI and Ferrum College.

Geography

Roanoke is nestled in the mountains, but is by no means isolated. In fact, two thirds of the population of the United States lies within a 500 mile radius of the City. The City and a few other small jurisdictions, they form the Roanoke Metropolitan Statistical Area (MSA) with a population of approximately 300,000. Over 1,000,000 people use Roanoke for health care, transportation, employment, shopping and entertainment. In many ways, it is the perfect size. It is large enough to have all

the amenities of a big city, but small enough to not have many of the problems. The issues it has are challenging, but manageable. The City is centrally located only 180 miles to Richmond, 240 miles to DC and 440 to Atlanta.

One of the more interesting features in Roanoke is the large neon red, white and blue star at the top of Mill Mountain. It was erected in 1949 and can be seen from most of the valley. It is also the origin of the City's latest moniker, “Star City,” and the star on the City's logo.

Arts and Culture

From the live sounds of jazz, rock and blues, to house music on the dance floor, Roanoke has a diverse music scene filled with well-known acts and up-and-coming musicians. Downtown is host to performing arts centers like the Kirk Avenue Music Hall that provides a smaller, more intimate feel for music lovers. Venues such as the Jefferson Center host the Roanoke Symphony and Roanoke Ballet Theatre along with other national touring acts and musicians. Downtown is home to the prestigious Taubman Museum of Art as well as many other galleries and studios featuring talented regional artists.

The Center in the Square recently completed a total renovation. The Western Virginia Science Museum, the Western Virginia History Museum, Mill Mountain Theatre and four other organizations are located in the facility adjoining Roanoke's Downtown Market. By combining multiple cultural and educational attractions in a central downtown location, the Center in the Square has been a unique and decisive catalyst for downtown renewal and a focal point of the Roanoke community as well as an attraction for western Virginia and beyond. Vibrant cultural districts hold strong appeal to younger people whose skills are seen as essential to success and sustained growth in many regions. The Center is vital to education in western and central Virginia. The programs offered by its organizations bring special opportunities to students offering hands-on learning experiences that broaden students' understanding and address student's differing learning styles.

Sports

In addition to friendly competition with friends and family over 18-holes on scenic mountain golf courses, residents and visitors enjoy Salem Red Sox Baseball



at one of the most impressive ballparks in minor league sports. College sports are on the agenda, too, including Virginia Tech ACC football and basketball in nearby Blacksburg.

The outdoors combines breathtaking venues for water sports, cycling, climbing, hiking and fishing. Roanoke is minutes away from the Appalachian Trail. The Blue Ridge Parkway goes through the Roanoke Valley.

Climate

The City has four distinct, but relatively mild seasons. During the winter months, the high temperatures average in the mid 40's with an average low around 30°F. Summer temperatures have average highs in the mid 80's with average lows in the 60's.

Commerce

Offsetting the declines of the 1950s has been the growth in recent years of the Carilion Clinic (currently with almost 8,000 employees) and the rise of many small businesses. Advance Auto Parts and Virginia Transformer Corporation (the nation's leading transformer manufacturer) are headquartered in Roanoke, while GE and Toshiba both manufacture large drive systems in the City. Norfolk Southern is still a major employer and FreightCar America recently hired several hundred employees to build freight cars. Other significant employers include Wells Fargo, the Commonwealth of Virginia, Wal-Mart, Kroger and MW Manufacturers.

Roanoke's downtown is also doing nicely. The residential component is returning as a number of older buildings have been converted to condominiums and apartments. Prices for these units are not inconsequential and can run as much as \$1,000,000 for a larger (4,400 square foot) unit. Another bright spot is that Virginia Tech has recently partnered with Carilion to start a medical school located in the City. The school has now admitted its first two classes of 42 students each.

The Airport

The Roanoke Regional Airport (ROA) is owned and operated by the Roanoke Regional Airport



Commission, a fully independent government body created in 1987 pursuant to Chapter 140 of the Virginia Acts of Assembly. Prior to 1987, the Airport was owned by the City of Roanoke. The Commission is governed by five Commissioners, three are appointed by City of Roanoke and two by Roanoke County. The Commission employs approximately 65 employees and contracts for ARFF services. The day-to-day operations are overseen by an Executive Director who reports to the Commission.

The Roanoke Regional Airport is the primary commercial service airport serving all western Virginia. The Airport's service area encompasses a 19 county area (including portions of eastern West Virginia) with a total population of nearly 800,000. The Airport is classified by FAA as non-hub.

The regional affiliates of three major airlines serve the Airport in a 95,000 square foot terminal constructed in 1989 with a major renovation in 2013. These airlines include Delta, United, and US Airways. ROA is also served by Allegiant. Together, these airlines offer a total of approximately 28 daily departures to eight major hubs. Service is provided in the form of a mix of turboprop and jet aircraft.

Over the last decade, passenger enplanements have fluctuated moderately due to local economic and industry conditions as well as the effects of September 11, 2001 and the recession. Enplanements in 2012 were 313,564. In addition to passenger service, ROA is served regularly by overnight freight carriers, including FedEx and UPS. Total freight handled in 2012 was 11,377 tons.

The airfield consists of approximately 900 acres, with two runways. The primary runway is 6,082 feet long and the intersecting crosswind runway is 5,800 feet long. ROA is served by a FAA air traffic control tower with local and TRACON services 24 hours per day. The new tower was commissioned in 2004. Approximately 120 general aviation aircraft are based at the Airport. There are three FBO's located on the field, one full service FBO, and two specialty FBO's.

Director of Finance and Administration



The Airport has operating budget of \$8 million. The five year Capital Improvement Program budget is \$60 million.

The Position

The Director of Finance and Administration (Director) reports to the Executive Director. The Director provides leadership and guidance to a professional staff including Assistant Directors and Managers. The Director is a member of the Executive Management Team. The Director represents the organization, both internally and externally, by assisting in developing and then supporting the strategic direction, priorities, objectives, vision, mission and values of the Commission. The Director also acts as the Chief Financial Officer (CFO). The Director is expected to ensure the overall financial well-being of the Commission.

The Director is responsible for general management, oversight, and direction of the financial and administrative functions of the Commission, included but not limited to: finance and

accounting, investments, debt management, capital improvement program, long range financial forecasts, budget and audit functions, procurement and purchasing, property management, risk management, human resources, and information technology (IT).

The Director ensures the overall maintenance of the accounting records and financial statements are in accordance with general accepted accounting principles as promulgated by the Government Accounting Standards Board (GASB). The budget preparation is prepared in the department for review by Executive Director.

The Director serves as the Commission Treasurer upon election by the Commission. The Treasurer serves as custodian of all Commission funds, assets, investments and securities and ensures funds are invested in accordance with the Commission's Investment Policy.

The Director provides guidance in tenant relations and negotiation and preparation of lease agreements to execute business and facility plans. The Director also oversees business development, land acquisition and audits of concession operations and revenues.

The Director provides guidance to Human Resources in personnel matters including pay and benefits, employee relations, recruitment and hiring.

The Ideal Candidate

The Roanoke Regional Airport Commission is seeking a bright, proactive, dynamic, and seasoned financial professional with experience as a manager, leader and consensus builder. The Director must have knowledge of Federal, State, local laws and regulations related to the financial management of an airport and related facilities. A high degree of integrity with the ability to be fair and even handed is a must. The Director must be able to exercise tact and diplomacy in dealing with sensitive and confidential issues.

Strong financial skills are a must for the selected individual. The Director will have a comprehensive knowledge of governmental financial accounting including GAAP and GASB accounting standards and practices. He/she will have demonstrated sound business management skills with a proficient understanding of cost-benefit analysis and capital improvement programs.

The Director will have knowledge of information technology particularly as it relates to the processing of financial and accounting information. High proficiency in the use of MS Office, including Outlook, Word, Excel and PowerPoint is a must. The Director will have knowledge of public agency procurement laws as related to purchasing and contracting.

Communication skills both orally and in writing will be important. The Director will be able to prepare and provide clear, persuasive and concise presentations. He/she will possess excellent people and communications skills. The Director will be an exceptional presenter whether to the Commission, employees, colleagues, credit rating agencies or those having financial interests in the Airport. Most importantly, the Director will use those skills to keep both those to whom he/she reports and those who report to him/her fully informed.

The Director will develop, lead, motivate and retain a strong team within his/her department. A record of effective decision making and utilizing staff talent to analyze issues as a team is a must.

The next Director will thrive in a fast paced and ever changing environment. As such, the ideal candidate must be energetic, motivated, think strategically, and able to multitask. This is not a retirement transition job.

The Incumbent

The current Director of Finance and Administration will retire in the first quarter of 2014 after 23 years of service with the Airport. The Executive Director is hopeful of having some overlap between the retiring Director and the new Director.

Training, Education and Experience

A bachelor's degree in accounting, finance, business administration, public administration, or a related field is required.

A minimum of ten (10) years of increasingly responsible professional experience in finance and administration is required.

A minimum of five (5) years of financial experience working for a government entity is required.

A minimum of three (3) years of supervisory experience is required.

Desirable qualifications include a CPA certification, Certified Government Finance Officer (CGFO) or MBA.

Special Requirements

The Director must meet and maintain TSA & Commission security requirements for unescorted access to the Airport's secured areas and all other airport operations areas.

Compensation

The salary range is between \$80,200 and \$115,288 with a starting salary range of \$80,200 to \$86,216. Benefits are excellent and the Airport participates in the City of Roanoke Defined Benefit Pension Plan. A candidate, when evaluating the salary, should be aware that the cost of living is quite a bit lower in Southwestern Virginia than in many other parts of the state and the country.

How to Apply

E-mail your resume to RecruitSix@cb-asso.com by November 20, 2013. Faxed and mailed resumes will not be considered. Questions should be directed to Merv

Timberlake at (561) 289-7641 or Colin Baenziger of Colin Baenziger & Associates at (561) 707-3537.

The Process

Applicants will be screened between November 21st and December 20th. Finalists will be selected in late December and interviews held on or about January 6, 2014 with a selection shortly thereafter.

Other Information

The Roanoke Regional Airport is an Equal Opportunity Employer. Any submission regarding this position could be subject to the open records laws under Virginia statutes.

For additional information about the Airport and area, visit the following:

www.roanokeairport.com

www.roanokeva.gov

www.visitroanokeva.com

www.roanokecountyva.gov

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING



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