



PORT of OLYMPIA

Washington

AIRPORT SENIOR MANAGER

\$92,215 - \$138,328

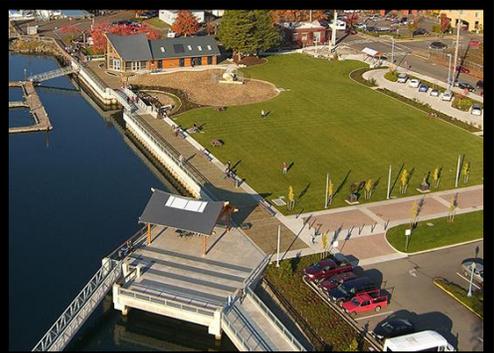
Plus Excellent Benefits

Apply by

April 4, 2022

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Headquartered in Olympia, Washington the Port of Olympia serves the Thurston County community in a variety of ways, leading and participating in many of the area's economic development efforts. Olympia is the capital of the state of Washington, the county seat of Thurston County and is the southern gateway to Puget Sound's metropolitan region. It is home to a wide variety of industries, including state government, health care, retail, military, education, construction, farming, fishing, and logging, and has an active arts community. With an economic engine fueled to a great extent by state government, as well as three higher education institutions, Olympia enjoys the benefits of a stable workforce, an engaged and educated community, and a well-supported school system.

The region has a wide array of public parks and nature conservation areas. Majestic Mount Rainier and the rugged Cascade Mountains are nearby to the east, while the Pacific Coast is just an hour drive to the west. Blessed with a year-round mild climate, outdoor activities can be enjoyed almost any day, and the nearby mountains offer many opportunities for skiing, snowboarding, cross-country skiing, snowmobiling, and mountain climbing. Located on Budd Inlet, the southernmost point of Puget Sound, the area offers significant opportunities for a diversity of water enthusiasts. Historic downtown Olympia offers a variety of eclectic shopping and dining experiences, while Olympia's Westside is a regional shopping destination with numerous national brand stores and the auto mall.



THE ORGANIZATION

Established in 1922, the Port of Olympia has a proud history in Thurston County. The Port serves the community by promoting trade, supporting family-wage jobs, and improving the environment. Today, more than 5,000 jobs and nearly \$715.5 million in economic activity in Thurston County depend on the Port of Olympia.



The Port of Olympia is governed by three elected Commissioners who set policies and objectives. Each commissioner represents a district within Thurston County and serves a four-year term. The commissioners appoint the Port's Executive Director, who is responsible for the ongoing management of the Port's enterprises and facilities. The Port of Olympia operates with 49 FTEs utilizing 2022 budgeted operating revenues of \$14,352,204 and a capital budget of \$2,871,726. The Port's departments and business units include Operations (Marine Terminal, Airport, Swantown Marina and Boatworks, and Unified Maintenance), Business Development and Real Estate, Executive Services (Communications, Marketing and Government Affairs, Planning and Environmental, and Administrative Services) and Finance. From the commercial center at NewMarket Industrial Campus and the diversified specialty Marine Terminal, to the vibrant Swantown Marina and Boatworks and the strategically located Olympia Regional Airport, the Port of Olympia is committed to fostering economic growth of the South Puget Sound region and serving the needs of global customers. The Port values its relationships with the community, customers, Squaxin Island Tribe, Nisqually Indian Tribe, Chehalis Tribe, municipal governments, Joint Base Lewis-McChord (JBLM), and many regional economic development partners.

To learn more about the Port of Olympia, please visit www.portolympia.com.

OLYMPIA REGIONAL AIRPORT

Operating with two FTEs and shared maintenance personnel, Olympia Regional Airport is a vital part of the national airport system, as well as an integral component of the southern Seattle-Tacoma Metropolitan Area transportation infrastructure within Thurston County. The Airport, which is designated as a General Aviation facility by the FAA's National Plan of Integrated Airport Systems, represents a significant regional transportation facility as well as an economic asset that supports numerous aviation-related businesses and facilities.

Olympia Regional Airport currently serves the general aviation needs of the community by providing business-related flying, recreational flying, aircraft service and maintenance operations, flight instruction, hangars and tie down space, state and corporate aviation facilities, and land and buildings available for lease for aviation related use. The Airport provides two runways. Runway 17/35 is 5,501 feet long and 150' wide asphalt surface, and Runway 8/26 is 4,157 feet in length and 75' wide. The Olympia Regional Airport operates on a 2022 budget of \$1,625,259 and has 2022 budgeted revenues of \$3,393,895.

To learn more about Olympia Regional Airport, please visit: airport.portolympia.com



THE POSITION

Reporting directly to the Port's Operations Director, the Airport Senior Manager is responsible for the management and operation of the Olympia Regional Airport and the New Market Industrial Campus including developing goals, objectives, plans, programs, and budgets. This position works with the Facilities Maintenance Senior Manager to manage and direct facility and grounds maintenance for the Airport and New Market Industrial Campus (including Cleanwater Centre and Airport Retail Center). The position is also responsible for analyzing revenue and cost data to ensure the Port's competitive status and profitability; and for maintaining effective relationships with tenants, government agencies, the business community and the public. The Airport Senior Manager is also responsible for developing new business opportunities and negotiation of new/renewal lease agreements.

The Senior Manager routinely engages other Port Senior Managers and staff in support of the "One Port" philosophy of successful Port sustainability and success. The position advises the Port Commission and Executive Director on Federal Aviation Administration (FAA) policy and regulatory matters. This is a 24/7 response obligation position. Moderate business travel is expected/required.

For a full job description and to view all responsibilities, please view the attachment found [here](#).

IDEAL CANDIDATE

Education & Experience:

- A bachelor's degree in public or airport administration, or extensive work experience in airport management, operations, planning, engineering, or Airport business related subjects.
- Eight (8) to ten (10) years of management experience is highly preferred.
- AAE or CM Accreditation from American Association of Airport Executives (AAAE) is preferred.
- Pilot experience is preferred.
- Valid Transportation Worker Identification Card (TWIC) or the ability to acquire one within 90 days.
- A valid Washington driver's license or the ability to acquire one within 90 days.

Necessary Knowledge, Skills & Abilities:

- Extensive management-level experience in airport operations or related aviation industry field.
- Excellent communication skills, both oral and written, targeted to a variety of audiences are required.
- Demonstrated management and problem-solving skills.
- Experience in developing, negotiating, and managing ground and space leases.
- The ability to work effectively in teams and create a teamwork atmosphere to ensure efficiency and high morale.
- The ability to maintain good personal/business relationships with Port staff, government agencies, tribal entities, community organizations and citizens, tenants, and customers.
- Skill in developing and maintaining consensus among major stakeholders in the operations of the Port and Airport.
- Proven ability to plan, negotiate, and lead.
- Skill in operating a personal computer, Microsoft Office, NOTAM Manager, and e-mail.



COMPENSATION & BENEFITS

- **\$92,215 - \$138,328 DOQ**
- Medical, prescription, vision, and dental insurance with no out-of-pocket employee premiums and full coverage for employee, spouse, and all eligible dependents.
- Life and AD&D insurance with a maximum of \$100,000.
- 12 days of vacation.
- 11 paid holidays.
- Sick leave.
- Bereavement leave.
- Educational assistance.
- Long-term disability insurance with optional additional coverage paid by the employee.
- Washington State Retirement System.
- Wellness fringe benefit.
- Optional AFLAC.
- Optional Ameriflex FSA.
- Optional Deferred Compensation Plan.

To learn more about the benefits provided, please view the attachment found [here](#).

For more information about the Port of Olympia, please visit:

www.portolympia.com



The Port of Olympia is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 4, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "Port of Olympia, WA – Airport Senior Manager", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Ste 310
Issaquah, WA 98027
206.368.0050