



PORT OF BELLINGHAM

Washington State

DIRECTOR OF AVIATION

\$150,000 - \$186,480

Plus Excellent Benefits

Apply by

July 16, 2023

(First Review, Open Until Filled)

PROTHMAN



THE AREA



Whatcom County is located in the northwest corner of Washington State. With its proximity to Mt. Baker, the beautiful Puget Sound, and the world renowned San Juan Islands, Whatcom is an extremely desirable place to live and work. Situated just south of the Canadian Border, Whatcom County (population 229,000) is made up of several rural communities and smaller towns, as well as Bellingham (population 90,000), the county seat.

The City of Bellingham and the surrounding wilderness make it one of the most livable, vibrant communities in the country. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day, explore miles of hiking and bike trails, or stay in town and enjoy a vibrant arts scene, unique shops and restaurants, and the community-wide emphasis on locally produced food and other products. Bellingham is also among the fastest growing metropolitan areas in the country. Bellingham is the recipient of a long list of awards, including many designations as a “best place” for livability and outdoor adventures and recognition for leadership in sustainability.

The community proudly supports an active and innovative arts culture with numerous museums and art galleries, and a rich variety of musical and theatrical performing arts. The Whatcom Museum (a Smithsonian affiliate) houses contemporary art and historic exhibits and is one of the state’s largest museums outside of Seattle. The Mount Baker Theatre hosts more than 100 live performances each year. The City’s rich historic heritage has been preserved, and historic districts now house specialty shops, bookstores, and fine dining. The City has a wide variety of desirable neighborhoods and housing styles, from regal Victorians to waterfront hideaways, country farmhouses, condominiums and thoughtfully planned new developments.

Education is a top priority in Bellingham and Whatcom County. Citizens support excellence in education, including nationally lauded K-12 schools, highly regarded private schools, a community college, a technical college, and Western Washington University, which is highly ranked among public regional universities in the West.

THE PORT OF BELLINGHAM

The Port of Bellingham is a Washington State special purpose municipal corporation serving all of Whatcom County. It is a unique organization that makes significant contributions to the local community through leveraging its resources by directly participating in revenue-earning lines of business, as well as by capitalizing on its strategic assets through special public agency powers. By using combined expertise in both the business and government sectors, the Port has a role in job preservation and job creation, as well as a role in the operation of transportation facilities for both seaports and airports. This combination is distinct from that of either the private sector or other government entities.



The Port of Bellingham operates the Bellingham International Airport (BLI), two Marinas (Squalicum and Blaine Harbors), a shipping terminal, a ferry terminal, bus station, and a real estate portfolio hosting over 300 businesses and employing over 7,000 jobs. In addition to its operating departments the Port has teams that operate community open spaces, promote economic development, conduct environmental cleanups, and organize and host community events.

The Port has nearly 111 FTEs, averages \$29.7 million in operating revenues and collects an additional \$7.7 million in property taxes. The Port is governed by a non-partisan, three-person Board of Commissioners. Each are elected from one of three districts in Whatcom County and serve staggered four-year terms. The Board oversees all Port of Bellingham operations by providing policy direction and decisions in public meetings.

To learn more about the extensive operations of the Port of Bellingham, please visit:

www.portofbellingham.com

THE AIRPORT

Bellingham International Airport (BLI) is a Federal Aviation (FAA) Regulation Part 139 primary non-hub commercial air service airport with daily originating direct and connecting flights to destinations throughout the United States and abroad. Allegiant Travel Company, Southwest Airlines, and Alaska Air Group with commuter service by Horizon Airlines to SEA provided a majority of scheduled service in 2022.

BLI is located on a site of approximately 1,018 acres, four miles north of downtown Bellingham and has facilities for commercial airlines, air cargo, general aviation, and maintenance. The airfield consists of a single all-weather precision Instrument Landing System (ILS) Runway 16-34 controlled by an FAA-contracted Air Traffic Control Tower, with a full-length parallel taxiway and connectors. BLI provides a 16.5-hour air traffic control tower and weather service, storage hangars, domestic and international terminal for air carrier use, and serves as an International Port of Entry with U.S. Customs and Border Protection facility for non-scheduled corporate and general aviation aircraft.

The scheduled air service business component consists of a 105,000 sq. ft. commercial air passenger and cargo terminal with related support facilities, including an eight-aircraft parking apron, six boarding gates, revenue parking lots, airport safety and security facilities, and food, beverage, and retail concessions. Ground transportation services are also provided at the terminal including rental cars, inter-city, and local bus and shuttle transportation services as well as on-demand taxi and transportation network operators to meet the travel needs of the region.

The airport employs 22 FTEs including 14 full-time Airport Firefighters who staff the Aircraft Rescue Fire Fighting (ARFF) station, performing safety and security duties, and maintain runways, taxiways, and terminals in compliance with the FAA and the Transportation Security Administration (TSA) standards. The airport operates on a FY2023 budget of \$6,705,731.

To learn more about the Bellingham Airport, please view the attachment found [here](#) and visit <https://www.portofbellingham.com/888/Airport>.

THE POSITION

Under the direction of the Executive Director, the Director of Aviation is responsible for the safe, secure and efficient management of Bellingham International Airport as a customer service oriented public-use facility, and to ensure that it is operated in a business oriented, fiscally responsible and economically competitive manner. The incumbent must successfully pass a Criminal History Records Check (CHRC). To view the full job description and review the essential functions of this position, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

Divisional Structure and Growth: The previous Director of Aviation was with the Port for eight years and was successful in developing a lean, well-run, technically sound operation. The airport is currently running smoothly, however with external demands for more flights and internal Port plans for growth, the new Director has the opportunity to meet with all airport staff and conduct an overall evaluation of the current organizational structure to plan for the future.

Bridge the Gap: The Aviation department and staff are physically located at the airport which is roughly 10 minutes away from the main Port office building. While the airport is expected to operate independently, Port leadership and staff are eager for the airport to be more integrated with the overall organization and are looking forward to more interaction, communication, and collaboration with the Aviation department. The new Director has the opportunity to bridge the communication gap between the airport and Port as a whole to work towards a more integrated, cohesive unit.

More Than Aviation: The Director of Aviation has the opportunity to showcase their skills in various other domains beyond aviation. The Port staff are excited for the new Director to foster team building and provide coaching, establish effective communication channels, engage with the community, possess and share public sector knowledge, and introduce best practices, procedures, and innovative ideas for the airport.

Airport Expansion: The incoming Director will prioritize collaborative efforts with the Port and airport teams to explore and develop vacant areas within the airport premises. This will require the Director of Aviation to establish a shared vision with other directors and understand the existing resources and assets that the Port currently has, aiming to build upon them. The selected candidate will have a clear understanding of the airport's growth potential and be willing to work cooperatively to develop a vision and respond swiftly to emerging opportunities.

IDEAL CANDIDATE

Education and Experience:

- A bachelor's degree in business, aviation, or a related field is required.
- A minimum of five (5) years' experience managing airport operations at a commercial and general aviation airport.
- Previous experience must include experience in airport operations, grant application and administration, and management of complex airport projects.
- A master's degree is preferred.
- A.A.A.E. Accreditation is strongly preferred.
- Experience with route development, advisory committee leadership, and tenant and employee relations is preferred.



Necessary Knowledge, Skills, and Abilities:

- The ideal candidate will be a strong leader who prioritizes people and promotes collaboration. This person will maintain an open-door policy and be on-board with day-to-day engagement while maintaining a hands-off approach. The ideal candidate will be transparent and have strong communication skills. This person will understand the needs of all levels of staff, and that it takes everyone to run such a lean organization.
- The ideal candidate will show professional respect and value practical training and education. As a director, this person will support and empower staff, and actively encourage interaction and collaboration among all departments, emphasizing teamwork and efficient operations.
- A solid understanding of FAA grants including what can and cannot be funded with FAA grant money will be critical to the Director's success. This person will have excellent project management skills, an ability to plan well in advance, and focus on developing capital projects.
- The ideal candidate will be familiar with serving as a member on various boards and committees, focus on building relationships both internal and external to the Port, and be involved in the community, working to develop community connections.
- Skill in contract negotiations and fostering positive union relations.
- Knowledge of, and skill in working with customs and homeland security.
- The ability to be creative and strategic, bringing ideas to the table which will elevate service levels.
- Entrepreneurial skills to continue to grow the airport while being mindful of the community interests and concerns.

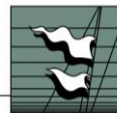
COMPENSATION & BENEFITS

- **Salary: \$150,000 - \$186,480**
- Medical/ Prescription Benefits
- Dental/Vision/Orthodontia Benefits
- Employee Assistance Program
- Flexible Spending Account
- Life and AD&D Insurance
- Additional Voluntary Life/AD&D Benefits
- Long Term Disability
- Accrual Begins at 28 Days Paid Time Off
- Family and Medical Leave
- Washington Paid Sick Leave
- Washington State PERS
- Deferred Compensation
- 11 Paid Holidays
- Educational/Tuition Benefits
- Optional Hybrid Work Option

For more information on the
Port of Bellingham and the
surrounding community, visit:

www.portofbellingham.com

www.bellingham.org



PORT OF BELLINGHAM
Washington State

To view the Port's detailed benefits provided,
please view the attachment found [here](#).

The Port of Bellingham is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 16, 2023** (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 Bellingham, WA – Director of Aviation**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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