



## **JOB DESCRIPTION – DEPUTY DIRECTOR OF OPERATIONS AND FACILITIES**

### **Position Summary:**

The Bloomington Normal Airport Authority, operator of the Central Illinois Regional Airport, is seeking experienced applicants for the position of Deputy Director of Operations and Facilities. The Deputy Director of Operations and Facilities is a senior management position which reports directly to the Deputy Executive Director with direct oversight of the operations and maintenance departments, along with the shuttle and custodial departments. This position is responsible for planning, directing, and managing all aspects of the airport's certification, operation, maintenance, and public safety functions, and is directly responsible for ensuring that the Airport is operated in strict accordance with, and is compliant with all applicable federal, state, and local rules and regulations. The candidate will develop, implement and monitor work plans and staff assignments and assist in the preparation and administration of airport operating and capital budgets. Furthermore, the candidate will be responsible for the development, implementation, and enforcement of airside/landside operational policies and procedures and ensures that all airport grounds, facilities, and equipment are properly managed and maintained.

This position requires a bachelor's degree in Aviation Management, Business Administration, Engineering or related field, with a minimum of five years of airport management experience including experience in the management and supervision of airport staff. Accreditation as an Airport Executive or Certified Member of the American Association of Airport Executives preferred. The successful candidate must also possess strong leadership, organizational, communication, and interpersonal skills. Must be intimately familiar with 14 CFR Part 139, 49 CFR Part 1542, airport snow removal operations, emergency response, construction oversight and all operational facets of a commercial airport. Must be comfortable presenting at public and community meetings, have the ability to work irregular hours/schedules as needed, and be able to foster effective working relationships with employees at all levels, tenants, outside agencies and municipalities, and the general public. Must be able to obtain an Illinois driver's license and successfully pass a CHRC and STA to obtain airport SIDA badge.

Salary is commensurate with experience. The Authority offers medical, dental, vision and life insurance along with participation in the Illinois Municipal Retirement Fund. Please send a cover letter and resume to Derek Snyder, Deputy Executive Director at [derek@cira.com](mailto:derek@cira.com) by **August 21, 2023**. No phone calls please.

### **About The Central Illinois Regional Airport:**

The Central Illinois Regional Airport (CIRA or BMI) is owned and operated by the Bloomington Normal Airport Authority (BNAA). CIRA is designated in the National Plan of Integrated Airport Systems (NPIAS) as a non-hub primary airport and serves a diverse group of aeronautical users including scheduled and unscheduled air carrier and cargo, corporate, air medical and General Aviation (GA) operators. Scheduled air service includes American Airlines, Delta, Allegiant and Frontier, while scheduled cargo includes FedEx, which operates two on-site facilities, one of which is the only FedEx sorting facility in the state of Illinois outside of Chicago.

The Airport operates a two-runway airfield: Runway 2/20 and Runway 11/29. In 2019, prior to the COVID-19 Pandemic, BMI had over 200,000 annual enplanements, more than 20,000 annual operations and recorded over 10.0 million lbs. of landed cargo weight.

Runway 2/20 is 8,000 feet long and 150 feet wide and offers a Category (CAT) II Instrument Landing System (ILS) with an Approach Lighting System with Sequenced Flashing Lights (ALSF2) Approach Lighting System (ALS) to the Runway 20 end. Runway 2 is equipped with a CAT I ILS and a Medium Intensity Approach Lighting System (MALSR). Runway 11/29 is 6,525 feet long and 150 feet wide and offers a CAT I ILS with a MALSR to the Runway 29 end. Runway 11 is equipped with a localizer back course procedure. All four runways are served by Global Positioning System (GPS) approach capabilities.

### **About The Community:**

The Bloomington-Normal area is a vibrant community offering a remarkable quality of life and a traditional Midwestern lifestyle and values. BN is located in the heart of Central Illinois, approximately 125 miles southwest of Chicago, 155 miles northeast of St. Louis and 64 miles northeast of Springfield, the State Capital. BN is easily accessible from any city, with access from Interstates 39, 55 and 74, as well as daily Amtrak service and flights through the Central Illinois Regional Airport.

Our institutions of higher education include Illinois State University, Illinois Wesleyan University, Heartland Community College and Lincoln College-Normal. Our world-class healthcare institutions include Carle BroMenn Medical Center and OSF St. Joseph.

Our community is also the proud home of the headquarters for State Farm Insurance and COUNTRY Financial. The Bloomington-Normal area has several major employers that provide a stable base of employment for the community.

### **BN Top Employers**

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|------------------------------------|--------------------------------------|
| 1. State Farm Insurance Co. 14,436 | 11. City of Bloomington 667          |
| 2. Rivian 7,400                    | 12. Bridgestone/Firestone Co. 502    |
| 3. Illinois State University 3,940 | 13. GROWMARK, Inc. 495               |
| 4. COUNTRY Financial 2,020         | 14. Illinois Wesleyan University 482 |
| 5. Unit 5 Schools 1,874            | 15. Heritage Operations Group 441    |
| 6. OSF HealthCare 1,286            | 16. Town of Normal 401               |
| 7. Carle BroMenn Healthcare 1,337  | 17. Heartland Community College 369  |
| 8. McLean County, Government 817   | 18. Tentac Enterprises 348           |
| 9. Afni, Inc. 815                  | 19. IAA/Illinois Farm Bureau 329     |
| 10. District 87 Schools 687        | 20. Ferrero USA 300                  |

The stability of our major employers, the choice of healthcare professionals, locally owned businesses, numerous media providers, and our central location in the state all make BN an exceptional place to call home.