

SAN BERNARDINO COUNTY

Director of Airports



Koff & Associates
A Gallagher Company



THE COUNTY

Located in the heart of Southern California, San Bernardino County thrives on the diversity of our communities that offer families affordable housing, excellent schools, and community resources, including libraries, parks, hospitals, and international airports. The County provides a safe, clean, and healthy environment with access to a variety of business and shopping opportunities, as well as cultural and educational enrichment opportunities through museums, theater, and higher education, including California State University, San Bernardino, University of Redlands, and Loma Linda University.

Our County encompasses over 20,160 miles of diverse geography and climate that includes snowcapped mountains, flowering deserts, pristine valleys, and lakes. Our County's prime location allows for access to Southern California's premier beaches, resort destinations, and major metropolitan centers. The County has a population of over two million residents and is comprised of 24 incorporated cities and towns.

As an employer, the County strives to provide its employees work-life balance, where you can enjoy all the amenities our County has to offer along with excellent career opportunities, a supportive work environment, and a competitive total compensation package.

COUNTY GOVERNANCE

The County is governed by a full time, five-member Board of Supervisors, who, working through our Chief Executive Officer - Leonard X. Hernandez, the County Administrative Office, and a workforce of over 25,000 dedicated employees, are committed to sustaining a vision of a "complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play."

To view the County budget, please click: [County Budget](#)

To learn more about the County: [County Website](#)

THE DEPARTMENT

The San Bernardino County Department of Airports provides for the management, development, maintenance, and operation of six general aviation airports. The Department ensures the airports are maintained and operated in compliance with state and FAA general aviation regulations and works cooperatively with other airports located within the County regarding state and FAA programs, issues, and requirements. Located approximately 60 miles east of Los Angeles in the heart of the picturesque San Bernardino Valley, the rugged natural beauty of San Bernardino County and its awe-inspiring mountains and vast expanses of colorful desert makes this an aviator's destination of choice. The staff size is 24 and approximate budget is over \$26 million.

The County's six airports include:

1. Apple Valley Airport, a County Service Area (CSA 60) with a significant sport aviation base.
2. Baker Airport, located adjacent to the Town of Baker. Supports I-15 between Barstow and Las Vegas.
3. Barstow-Daggett Airport features significant military activity and the Fort Irwin Helicopter Maintenance Base, both of which support the Fort Irwin National Training Center.

4. Chino Airport, an FAA designated general aviation reliever to John Wayne Airport and is one of the largest general aviation airports in the Country with approximately 650 based leases.
5. Needles Airport, which is a critical transportation link along the Colorado River.
6. Twentynine Palms Airport, a center for soaring activity serving the surrounding community, including the US Marine Corps Air-Ground Combat Center.

The County's airports produce revenue to operate and maintain the airport system. Revenues are generated from facility rents, tenant concessions, user fees, and in the case of Apple Valley Airport, property taxes dedicated to the support of CSA 60. State and federal grants are significant funding sources to construct, improve, and maintain airport infrastructure. The San Bernardino County Department of Airports has excellent real estate and development opportunities, several beautification and infrastructure improvement projects underway, an aviation museum, and annual air shows for the next creative and dynamic leader to oversee.

The Department Mission Statement

San Bernardino County Department of Airports plans, organizes, and directs the County's airport and aviation system to provide high-quality aviation facilities and services in a safe and efficient manner, optimizing the benefit to the diverse communities and citizens of the County.

To learn more about San Bernardino County Department of Airports, go to: <https://airports.sbcounty.gov/>



THE POSITION

Reporting to the Deputy Executive Officer, the Director of Airports plans, organizes, and administers the activities of the Department of Airports. This includes developing, managing, and promotion of the six County owned or leased airports, heliports, and related facilities.

Duties may include, but are not limited to, the following:

- Direct airport operations, including the enforcement of ground traffic rules and regulations, airport safety, the efficient and cooperative provision of services to the public, and the administration of all leases and business contracts.
- Formulate and implement long-range plans for the development and use of County airport facilities. Advise and make recommendations to the Board of Supervisors regarding the planning, promotion, development, and use of facilities.
- Prepare or direct the preparation of grant proposals for capital improvement projects to federal and state funding agencies. Promote the development of new leases and relocation of industries to airport property; identify other sources of revenue.
- Direct the preparation of the department budget and monitor expenditures. Supervise the collection of and accounting for leases and other service fees, and the administration of contracts.
- Conduct inspections of airports; identify potential hazards and implement solutions; check for compliance with Federal Aviation Administration, CAL-OSHA, funding agencies' requirements, and pertinent codes, rules, and regulations.
- Confer and coordinate with federal, state, and local officials on general aviation and airport matters. Represent the County at meetings, conferences, and hearings.
- Manage and supervise department staff through subordinate Airport Managers.
- Review proposed or adopted legislation to determine impact on airport operations and make recommendations; initiate new legislation as appropriate.
- Formulate departmental policies, procedures, and work standards.
- Direct the preparation of data, reports, correspondence, grant applications, agreements, and other documents.

THE IDEAL CANDIDATE

The ideal candidate will be a high-energy, innovative, and strategic team-player who will provide solid leadership based on high integrity, process improvements, excellent interpersonal and customer service skills and experience. The selected candidate will create a collegial environment of growth and development and should be a manager who understands the need to stay current on new regulations and cutting-edge aviation technology to ensure the Department remains progressive and high performing. A background in planning and property development, airport best practices and efficiencies, strong relationship building to foster positive partnerships with local and regional agencies, business leaders, residents, and other key stakeholders are a must, as well as having the ability to adapt to changing priorities, possess a willingness to coach and mentor, and someone who will model a collaborative and communicative management style.

Opportunities and Priorities

- The Department's goals for 2023 address the county's mission to Improve County Government Operations and Create, Maintain, and Grow Jobs and Economic Value in the County.
- The Department of Airports will continue to increase operating efficiencies through monitoring and evaluating operations and Implementing new strategies and improving Airport infrastructure by maximizing FAA and Caltrans Aeronautic funding.
- Maximize structured outreach activities and continue business and expansion programs while implementing office, industrial, and other real estate attraction strategies, and opportunities.
- Ongoing evaluation of Based Aircraft as established in the Airport Master Plans to maintain established forecasts that benefit the Airports.

MINIMUM REQUIREMENTS

- B.A./B.S. degree in Aviation Management, Business Administration, Public Administration or closely related field.
- Accreditation by the American Association of Airport Executives is preferred. Emphasis will be placed on public sector experience.
- Five (5) years of increasingly responsible high-level experience in airport/aviation management, which includes responsibility for fiscal, business, and facilities management and operations.





SALARY AND BENEFITS

Salary Range for this position is up to \$178,131 annually; effective February 25, 2023 there will be an increase up to \$183,476 annually. Additional 3% increases will be effective in February 2024 and 2025. Total value salary/benefits: Up to \$249,262 annually.

The County also offers an alternative Modified Benefit Option (MBO) that provides a wage differential of 4% above the base salary rate with a complementing modified leaves package and benefits, including:

- Use of increased pay rate to calculate County contributions to RMT, 401(k), and 457(b) plans, leaves cash outs, and retirement contribution rates.
- Flexible Paid Time Off (PTO) with cash out options.

Leaves Package

- 14 paid holidays (1 additional paid floating holiday with Traditional Benefits Package).
- 80 hours of administrative leave with a cash out option.
- Traditional Leave Package with up to 160 hours of vacation accruals annually with cash out option and paid sick leave with unlimited accrual.
- Modified Benefits Package with up to 200 hours of Paid Time Off (PTO) accruals annually with annual cash out option for up to 160 hours.

Medical (Exempt Level B Benefit Package)

- Medical and Dental Insurance for the employee and eligible family members with premium subsidies.
- County paid Vision Insurance for the employee and eligible family members.
- FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period.

Retirement

- County pension (www.sbcera.org) vested after five years of service.
- Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans.
- 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary.
- 457(b) Deferred Compensation Plan with County contribution 1 times Employee contribution, up to 1%.
- Retirement Medical Trust (RMT) with County Contribution (based on service hours).

Additional Benefits

- Annual allowances of \$12,000 for automobile and \$2,400 for cell phone.
- Tuition Loan Repayment up to \$10,000 for eligible loans.
- County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment.
- County paid short-term and long-term disability benefits.

Click the links below to learn more about our benefits options:

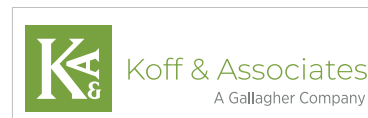
- [Traditional Benefits Package](#)
- [MBO Benefits Package](#)
- [County Exempt Compensation Ordinance \(2022\)](#)

APPLICATION AND SELECTION PROCESS

The final filing date is Monday, January 2, 2022.

To be considered for this exciting career opportunity, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of positions held.

Submit materials to: <https://koffassociates.com/director-of-airports/>



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in County interviews. Extensive reference and background checks will be completed on the selected candidate.

