CITY OF BRIDGEPORT CONNECTICUT

INVITES CANDIDATES TO APPLY FOR:

AIRPORT MANAGER

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Facts & Figures about the City of Bridgeport

- Population-144,229
- 16 Square miles
- Pop/Sq. Mile-9,000
- Median Age– 33
- Households – 50,144
- Median Household Income-$48,088
- Minority % - 54%
- School Pop—20,338
- 20% of the population have Bachelor's Degrees or above
- 45 Parks with 1330 acres with 2 beaches and a City owned Golf Course
- Distance to NYC-53 miles
- Total Department Budget = $ 375,000
- Total City Budget = $517 million
- The top 5 Major Employers are: St Vincent's Medical Center, Bridgeport Hospital, People's United Bank, Sikorsky Aircraft, Bridgeport Health Care Center,

COMMUNITY PROFILE AND ATTRACTIONS

The City of Bridgeport is located on the northern shore of Long Island Sound, approximately 60 miles northeast of New York City and 60 miles southwest of Hartford. The City is the crossroads of one of the best land, sea, rail and air transportation systems in the State. State Routes 8 and 25, with their links to Interstates 84 and 91, merge with Interstate 95 in downtown Bridgeport. Bridgeport Harbor is one of the three deep-water ports in Connecticut; its 35-foot deep channels and anchorages can accommodate most ocean-going vessels involved with international trade and shipping. Amtrak and Metro-North provide passenger service to the City from the downtown Transportation Center, and Conrail operates a major freight yard within a quarter-mile of the Port of Bridgeport. The Sikorsky Memorial Airport is a City-owned and operated general aviation facility that is located in Stratford, Connecticut, ten minutes from downtown.

The City is a major medical, legal, industrial, financial and entertainment center. Two medical centers provide for many of the health care needs of the Greater Bridgeport area. Federal, State, and County courthouses are located within the central business district. Corporate and regional business offices are located downtown, including the principal office of one of the largest Connecticut-based banks, People's United Bank.

Major employers residing within the City's boundaries include Bridgeport Hospital, St. Vincent's Medical Center, University of Bridgeport and Bridgeport Health Care Center. The City, long a major manufacturing center, remains the home of more than 200 manufacturing companies. These companies typically exploit new technologies and occupy unusual or even unique market niches.

The Greater Bridgeport area hosts four institutions of higher learning: The University of Bridgeport, Fairfield University, Sacred Heart University, and Housatonic Community College. These educational institutions provide the City's corporate and business communities with skilled personnel, and enhance the area's cultural and community activities. Housatonic Community College, located in the heart of the City's central business district, has been one of the fastest growing community colleges in New England.

Bridgeport is also the home of numerous attractions that enhance the City's economic fortunes. The Barnum Museum showcases the life and times of the former City Mayor and renowned showman, P.T. Barnum. The Ballpark at Harbor Yard and The Arena at Harbor Yard bring hundreds of thousands of visitors annually to Bridgeport's Downtown to watch minor league baseball, minor league hockey, college basketball, college hockey, concerts and other shows. The Beardsley Zoo is one of the most visited tourist attractions in the State. The Discovery Museum, located in the north end of the City, offers interactive science and space displays. There is also the Port Jefferson Ferry which takes passengers and cars to Long Island on a daily basis.

Form of Government

The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves a four-year term. The City Council, which acts as the City's legislative body, consists of twenty members elected for two-year terms. The current Mayor– Bill Finch's term expires in November of 2015. The Mayor appoints all Department Directors. A Chief Administration Officer (CAO) reports to the Mayor and supervises the Department Directors. The Airport Manager reports to the Director of Public Facilities (includes public works, solid waste, parks and recreation, recycling, building operations, and Airport, etc.) This position is a union position and will be appointed by the Director of Public Facilities and the CAO with approval by the Mayor.

Airport Division

The Sikorsky Airport is located in the Town of Stratford but is owned by the City of Bridgeport. The Airport Manager reports to the Director of Public Facilities Administration and works under the guidance of the Airport Commission. The mission of the Sikorsky Memorial Airport is to operate effectively in accordance with the FAA regulations and to maximize the airport's economic and public services value to the City and the region by providing a safe and securer aviation facility. The staff at the Airport includes: Superintendent of Operations; 2 clerical/account clerk positions; Public Works foreman who supervises the 3 Airport Servicemen who maintain building, landscaping, runways, and vehicle and mechanical equipment; and 5 Airport Certification Specialist who insure all regulations are followed, all safety measures are in place and serve as first responders. The major project at the airport is to complete the $30 million Capital Improvement project to improve airport safety and replace the 4800 foot runway.

AIRPORT MANAGER RESPONSIBILITIES

- Perform supervisory, technical, administrative and management functions to direct all airport operations in accordance with FAA rules and all safety regulations
- Recommends changes to procedures and policies as necessary to promote best practices for airports
- Promotes the Airport for economic development, promotes the acquisition of new businesses and extends the use of facilities to increase revenues. Negotiates all contracts with new users
- Supervises the collection of revenues, requisition of supplies and equipment, and all business management phases of the Airport.
- Promotes cooperation of governmental agencies (Town of Stratford, Federal & State Agencies) to secure airport improvements. Coordinates matters with air traffic control under a FAA contract.
- Supervises all employees and operations and works with the Airport Commission and Mayor's Office

Characteristics of the Ideal Candidate

Management, Leadership

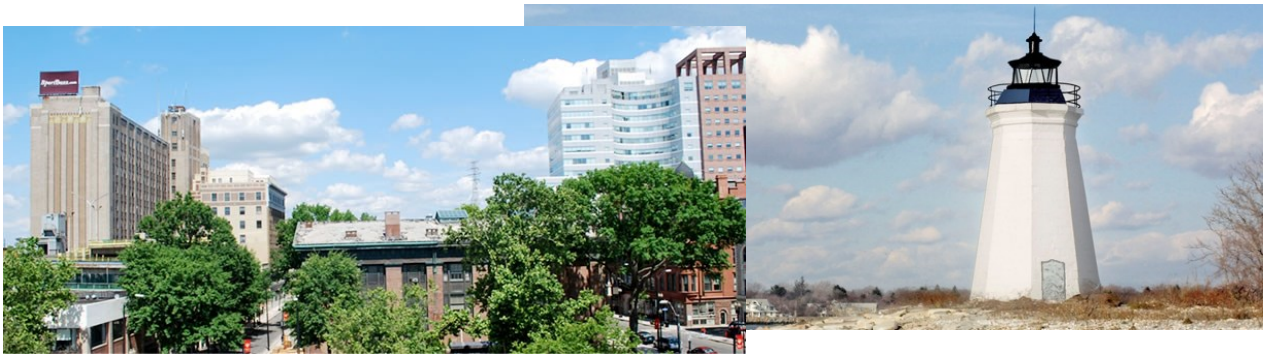
- Strong management and organizational skills
- Strong labor relations experience and skills—ability to enforce the rules under the contract
- Budget management skills including the ability to anticipate projected budget costs and monitoring costs
- Ability to work with various professional staff, municipal leaders and support staff in a collaborative and diplomatic manner
- A consistent leader who is inclusive, fair and evenhanded with staff
- A manager who will roll up his/her sleeves to get the work done and motivate the staff to do the same
- Leadership and technical skills to bring the Airport to its full potential
- Ability to maintain excellent relations with critical stakeholders including the Town of Stratford, State and Federal agencies (FAA & EPA are critical), fixed base operators

Airport Experience

- Experience, knowledge and abilities in municipal airports and/or similar size airport (Sikorsky handles 70,000 annual flights and 1750 annual helicopter flights)
- Federal Aviation Authority (FAA) Regulations experience and knowledge
- Working with FAA Control Tower (Sikorsky is a contract tower)
- Capital Improvement experience including runway replacement, safety improvements and construction management
- Ability to promote the airport with local businesses and increase the number of fixed base operators
- Understand the difference between business/private use of airport and commercial use (currently there are no commercial flights but have had some in the past. Review options for renewed commercial flights)
- Contract negotiation skills with business partners

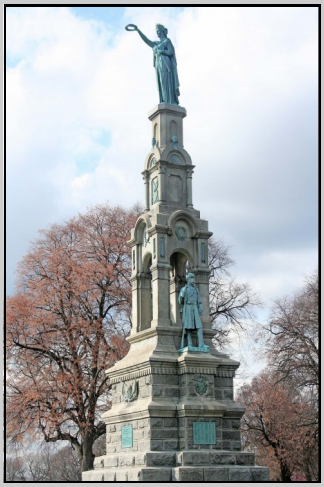
Personal Characteristics

- Take charge type of person—the confidence born of demonstrated ability
- Diplomatic communication skills are a high priority, especially with Town of Stratford
- Excellent interpersonal, administrative and management skills
- Ability to raise the red flag if needed especially with ability to complete capital improvement project
- Flexibility to deal with changing priorities
- A team player who motivates staff to be part of the team
- Strong personnel management skills



Qualifications:

Candidates must possess a Bachelor's degree in public administration, aeronautical or civil engineering or related field, with extensive experience with aviation or airport activities related to operations, maintenance and administrative supervision. Preference will be given to candidates who have worked: with municipal and/or similar airports in management positions, with union employees and have experience with labor relations, with airport federal rules and regulations and with stakeholders to promote the airport as an economic development enhancement.



Challenges and Opportunities

- Highest priority is the completion of the $30 million capital improvement project which has a deadline to meet safety improvements required by FAA and to insure that federal and state funds are not lost.
- Finalize Dept. of Energy & Environmental Protection permit to relocate Main St.
- Airport is land locked so it can not be expanded and is near a wetlands area which requires constant review of environmental impact and working with EPA
- Adjacent to residential neighborhood in Town of Stratford so noise issues must be addressed
- Concern that with Federal cutbacks the FAA may shut down control tower (managed by FAA contractor not FAA employees)
- Many of the facilities are in need of renovations including the runway
- Promoting the value of the airport as a local and regional economic development enhancement to businesses for their corporate use as is currently done by such firms as General Electric and Federal Express
- Increase revenues by promoting the use of the airport by businesses and by new fixed base operators (already have one flying school)
- Prepare RFP for sale or lease of former flight services building
- Finalize negotiations for sale of 7.9 surplus acres of Airport property
- Work in a strong union environment—need for understanding labor relations
- Be part the City's Management Team

Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications and experience - (Salary Range-$83,821-$94,161 based on current union contract) with an excellent benefits package which includes:

- City Retirement Plan—5% contribution by city and employee
- Optional deferred compensation program
- Health Benefits—Medical, dental, prescription and vision—employee contribution 29%
- 12 Holidays, 10 sick days, 3 personal days and vacation leave

For more information see the City web site: www.bridgeportct.gov

Bridgeport is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for this challenging position of Airport Manager in the City of Bridgeport, please mail or Email your resume and cover letter immediately to both emails. (deadline is November 1, 2013) to:

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