The Des Moines International Airport (Des Moines, IA)
invites applications for

Assistant Executive Director

Overview

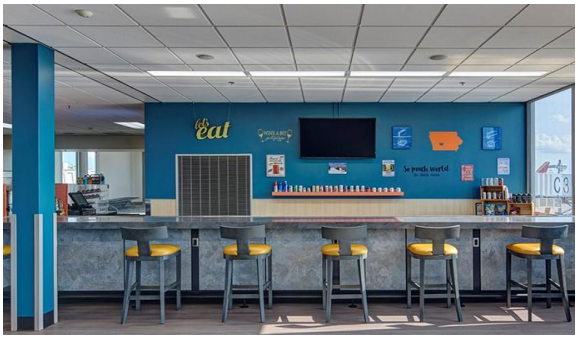
The Des Moines Authority Board—the operator of the Des Moines International Airport (DSM), Des Moines, Iowa —invites applications for the position of **Assistant Executive Director**.

The Authority has selected Steven Baldwin Associates to conduct a confidential, national search for this position.



Voted Top 10 Small Airports by USA Today Readers

This is an exciting time to be at Des Moines International Airport (DSM) as they recently celebrated their **10th Anniversary** as an **Airport Authority** and have experienced tremendous growth over the past decade. Equally exciting is that DSM is in the initial stage of design and construction of a multi-million-dollar **new terminal building project** in which the successful candidate will play a significant role. Additionally, DSM was named one of **2021's Top 10 small Airports** by **USA Today** readers and with passenger data trending in a positive direction, Airport officials expect to pass the 3 million passenger threshold by 2024 or 2025.



Six airlines serve DSM and offer more than **30 nonstop destinations**, serving more destinations than any other airport in the state. Air service has grown with 13 new destinations in the last 10 years, in addition to increased connectivity and frequency of flights. The airport has enhanced its parking facilities including increasing the number of parking stalls as well as installing the **Indect Parking System** which provides real-time parking availability onsite and online. The airport offers improved concessions to enhance the experience of flyers. Additionally, the entire campus has expanded with
a new **FedEx facility**, and the relocation of **Des Moines Flying Service** to make way for a new terminal and entrance road



As Des Moines International Airport is the front door to the region, Airport Authority leaders continue to advance efforts to build a new terminal in order to accommodate the predicted growth. DSM's team has worked diligently to make travel to and from Iowa convenient and pleasurable while safety remains their top priority.

DSM serves as the gateway to Des Moines and to the beautiful State of Iowa. As the largest airport in Iowa, located in the capital city, DSM welcomes people from across the country and beyond. the Airport has a 2022 operating budget of $47 million and employs approximately 59 people in addition to service agreements for law enforcement and airport rescue firefighters.

DSM is an economic engine with an impact of $644 million to the local economy. They proudly generate more than 7,100 jobs for the region and state not to mention they facilitate incredible opportunities for businesses in the region.

Into this dynamic, exciting environment, DSM is searching for an **Assistant Executive Director** to join their team.

The Position: Assistant Executive Director

At this key juncture in the Airport's history, DSM is seeking a dynamic, farsighted Assistant Executive Director to help lead the airport into a new era that builds upon its recent successes. DSM offers an exciting, collegial, and welcoming working environment and is looking for an executive who can support and contribute to the effective management and operation of the Airport which includes planning, organizing, and directing activities as required as well as administering HR functions. The successful candidate will be verse in FAA Part 139 and will actively support the public safety and security of the airport as well as act in the absence of the Airport's Executive Director. Furthermore, the individual will provide air service that promotes the economic development of the Airport and region while supporting the Airport's strategic vision.

For more information on the opportunity and qualities desired in the candidate, as well as additional details about the Airport and the larger community, please see the information below.

The Opportunity

Overview Requirements & Qualifications.

The ideal candidate for the position of **Assistant Executive Director** will possess a minimum of 10 years' experience within an airport environment, including 5 years of Airport operational management and supervision. Master's degree is highly desired. The principal function is to provide administrative oversight to operations and activities of the Airport. The work is performed under the supervision of the Executive Director, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees within the Airport Staff, in coordination with a management team consisting of the positions of the Director of Finance, Director of Operations and Director of Engineering and Planning.

Key Duties and Responsibilities

The **Assistant Executive Director** for the Des Moines International Airport reports to the Executive Director and will be assigned the following duties and responsibilities:

Position Summary: Provides administrative oversight to operations and activities of the Airport. The work is performed under the supervision of the Executive Director, but extensive leeway is granted for the exercise of independent judgment and initiative. Serves as a key member of the management team in development and execution of strategic objectives, key initiatives and tactical plans in functional areas. Ensures a safe, cost-effective operation while providing the highest level of employee satisfaction and engagement, and customer satisfaction. Establishes and maintains liaisons with key airport staff and key internal and external organizations that have important impact on the organization and its mission, operations, capital improvements, public representation, finances and other vital interests. The incumbent will act in the absence of the Airport's Executive Director.

Personnel Management

- Supervision is exercised over employees within the Airport Staff, in coordination with a management team consisting of the positions of the Director of Finance, Director of Operations and Director of Engineering and planning.
- Provides guidance to staff in order to maintain a safe, secure, and efficient facility and provide air service that promotes the economic development of the Airport and region.
- Engages passengers and tenants in a professional manner.
- Directs the full range of human resources service and administers the development of Airport Personnel Policies ensuring consistency and differentiation as needed across all Airport departments.
- Oversees employee issues that require corrective action and notifies Executive Director of such.

Functional Duties

- Plans, organizes, directs and evaluates the work of Staff Directors in implementing the expressed goals, policies and directives of the Airport Authority Board, Executive Director, and State and Federal regulatory agencies.
- Develops policies and procedures designed to increase the efficiency and effectiveness of Airport operations.
- Oversees business development and marketing efforts of all aeronautical and non-aeronautical business initiatives.
- Serves as an Airport representative on planning and terminal design committees and organizations.
- Defines and communicates an effective, efficient, and strategically integrated Passenger/Customer service vision by fully engaging with the leadership team and key stakeholders, Airport business partners, and community stakeholders and ensuring those initiatives are incorporated throughout the terminal design process.
- Administers the development of Airport guiding documents including Rules and Regulations, Minimum Standards, and Rates and Charges

- Assumes responsibility for proper relations with governmental bodies, employees, and facility users, as well as regional economic development entities and the public.
- Represents the Airport in conference with the Federal Aviation Administration, the Iowa State Department of Transportation, Bureau of Aeronautics, and other meetings and conferences as required.
- Collaborates with Marketing and Air Service Development on branding, communications, and messaging.
- Performs other directly related duties consistent with the role and function of the classification.

Additional Functional Duties

- Works cooperatively with FAA, ATCT, TSA, consultants, airport tenants, and airline management to maximize service to safeguard the traveling public.
- Promotes methodologies to meet the changing dynamics of regulatory requirements.

Traits and Distinguishing Characteristics

- **Leadership:** Develops and communicates vision for areas of responsibility. Supports and practices open communication with all stakeholders while championing change and innovation.
- **Judgement:** Exercises ability to analyze issues before making decisions using sound judgement, weighing out the long- and short-term impact of the decision.
- **Planning and Execution:** Establishes high-priority objectives while creating measurable and attainable goals.
- **Communication:** Fosters open two-way communication with management, peers, co-workers, contractors and stakeholders to allow information to flow effectively throughout the organization.

Additional Traits

- Ability to plan, set goals, evaluate and lead others in conducting required functions of the Airport Authority
- Knowledge of HR best practices, laws, and procedures
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Knowledge of Federal Aviation Administration and Transportation Security Administration regulations, rules, guidance and requirements affecting airports
- Comprehensive knowledge of airport management concepts at an FAA part 139 certificated airport
- Ability to work without direct supervision
- Comprehensive knowledge of the commercial air service, air cargo, and general aviation industries
- Ability to communicate effectively, both orally and in writing, using both technical and non-technical language
- Ability to function with integrity, ingenuity and inventiveness in the performance of responsibilities

Educational and Experience Requirements

- Bachelor's degree from an accredited college or university in Airport Management, Aviation Management, Business Administration, Public Administration, or business affiliated degree, and
- A minimum of ten years' experience in airport management with progressively increasing responsibilities in a management role and three to five year in a strategic leadership role; or
- Any equivalent combination of experience and training sufficient to demonstrate the knowledge, skills and abilities necessary to meet the requirements of the position
- Master of Business Administration degree desired

Other Requirements

- Successful post-employment physical and drug test
- Successful background investigation to obtain and maintain Transportation Security Administration requirements authorizing unescorted access entry to the AOA (Airfield Operations Area), sterile and or secured areas
- Possession of a valid vehicle operator's license with the ability to obtain an Iowa driver's license
- Not required but preferred, pilot's license with instrument rating

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hard copy form
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various sites throughout the City of Des Moines and out of the area

Employee Expectations

Every employee of the Des Moines Airport plays a role in providing a safe, secure, and efficient facility and in providing air service that promotes the economic development of the Airport and the region. DSM employees maintain the public safety and security of the Airport as the top priority and ensure excellence in safety and Airport security. As necessary, employee is required to respond, report and remain engaged during airport incidents and emergency situations.

Airport Culture

The Des Moines International Airport is committed to professional development, training, and promotional opportunities and fosters a professional collaborative environment, open communication and inclusion to opportunities and resources. Each employee plays a significant role in the success of the Airport; focusing on safety, security, and excellent customer service.

Salary and Compensation

The Des Moines Airport's benefits are excellent and includes an Iowa State pension plan and a deferred compensation program. A competitive compensation package is being offered, and **salary is commensurate with experience** with a range of $150K - $172K.

Benefits include: medical/dental/vision insurance and pharmacy coverage, as well as retirement contributions, holidays and PTO, merit salary increases, and life insurance, among others. Further details will be outlined during the selection process. Relocation reimbursement assistance is available.

To Apply

To apply for this opportunity, please submit a cover letter, resume, and a list of three references in ***one*** recruitment PDF document to Lisa Belt of Steven Baldwin Associates, at **lbelt@baldwinllc.com** with "DSM-Assistant Executive Director search" in the subject line.

In *your cover letter, please specifically address your experience and accomplishments in the areas noted in the "Key Duties and Responsibilities" section above.*

- *Only complete electronic submissions that follow the above guidelines will be considered.*
- ***The review of applications will begin immediately**, with the position remaining open until filled.*

***Selection timeframe:** Ideally, the Authority's goal is to **make a selection as soon as possible** and then assist the chosen candidate to be **ready to start** by June 1st*

***NOTE:** The Des Moines Airport is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, or sex. The Authority reserves the right to not fill the position. Nothing in this announcement guarantees employment.*

The Airport

The Des Moines International Airport serves as an economic engine for the region and for the State of Iowa. The Airport is also a thriving business on its own with several tenants, business units, and projects being implemented across the airport campus.

The Des Moines International Airport was established in 1933 and the terminal was replaced in 1948. The airport and the number of passengers have grown throughout the years. The facility currently houses two coffee shops, three restaurants, a bodega style to-go shop, and two Hudson stores. The airport campus has expanded several times from its original 160-acres as well. The current campus

expands 2,600 acres and includes: two runways, 46 buildings, 7 parking facilities, and the terminal. Today, the terminal has two concourses which are served by American Airlines, Allegiant Air, Delta Air Lines, Frontier Airlines, Southwest Airlines, and United Airlines with over 30 non-stop destinations.

The Des Moines International Airport provides leadership in aviation development necessary to provide a safe, secure, and functional Airport for travelers and DSM tenants.

DSM strives to:

- Provide safe adequate and affordable air service,
- Promote economic development for the Airport, and
- Support regional economic development activities.

The Airport and its staff work with community leaders to facilitate growth in the region by improving airport operations and facilities in order to provide an environmentally safe and secure Airport for travelers, visitors, and corporate and commercial consumers.

We are seeking a dynamic team member in this position to assist us with that endeavor.

Master Plan and Capital Improvements

In 2013, the Des Moines Airport Authority embarked on the process for a new terminal, replacing the existing facility that has outlasted its useful life. The existing facility was originally built in 1948 and has had multiple additions and renovations over the years to keep up with demand. Tremendous growth in travel and multiple changes to processes and technologies placed a strain on the usefulness of the building which led the Authority to seek a multi-faceted solution which included a full understanding of the context of the Airport and the long-term needs of the other functional airport components (such as air cargo, the Iowa Air National Guard, corporate aviation, general aviation and airport support functions). After many studies and analysis and years of preparation, the New Terminal Program evolved.

The New Terminal program consists of four major components

- **New Terminal**
  New terminal building, demolition of existing terminal and concourses
- **Landside**
  Roadways/site improvements, site utilities, demo of existing roadways, new parking garage, new entry plaza and exit plaza, parking improvements, pedestrian bridge to terminal
- **Airside**
  New and demolition apron pavement, site grading, airside utilities/lighting/signage, glycol systems
- **Misc/Enabling**
  Temporary work including loading dock and DSM Admin staff relocation to the existing ARFF building.

These capital improvement and expansion projects represent a substantial commitment to the Airport's growth and its pivotal place in helping shape and support the area's robust and thriving business environment, and in bringing in increasing numbers of travelers to the beautiful state of Iowa. **The multi million-dollar New Terminal Program is expected to be completed in 2028.**

Location

DSM is located in the far south portion of Polk County, Iowa within the City of Des Moines (closely bordering Warren County to the south). The airport property is approximately 140 miles east of Omaha, 300 miles west of Chicago, Illinois, 185 miles north of Kansas City, Missouri, and 240 miles south of Minneapolis/St. Paul, Minnesota area. The Regional Map found herein displays the location in more detail



The Authority

The Des Moines Airport Authority Board is composed of five citizens appointed by the Mayor of Des Moines and approved by the Des Moines City Council. The Authority Board works to improve the quality of air service and make air travel to and from Des Moines more convenient and pleasurable.

The Authority employs approximately 59 employees with service agreements for law enforcement officers and airport rescue firefighters.

Airport Administration

The Airport is managed by an Executive Director and three Managing Directors, each of whom report directly to the Executive Director. The managing directors include: Director of Finance and Administration, Director of Engineering and Planning, and Director of Operations. In addition, other Airport departments include Accounting, Communications, Marketing and Air Service, Contracts, Maintenance and Facilities.

General Information & Air Service

The Des Moines International Airport is the largest commercial airport in Iowa, and centrally located in the states' capital city. At DSM, six airlines serve almost 3 million passengers per year traveling to more than 30 nonstop destinations and across the world. The airlines include the nation's top carriers— American, Delta, United and Southwest—as well as Allegiant Air and Frontier Airlines. Destinations include the nation's major hubs (such as Atlanta, Dallas/Ft. Worth, Houston, Washington's DCA, La Guardia, Los Angeles, Detroit, Denver, Las Vegas, Chicago's O'Hare, Minneapolis, Orange County CA, Phoenix, Houston, Portland, and Miami) and important smaller hubs (such as Austin, Charlotte, Nashville, Orlando, San Diego and St Louis) as well as seasonal destinations to Palm Springs, CA, Destin, Fort Lauderdale, Punta Gorda, Sarasota, and St Petersburg-Clearwater Florida.

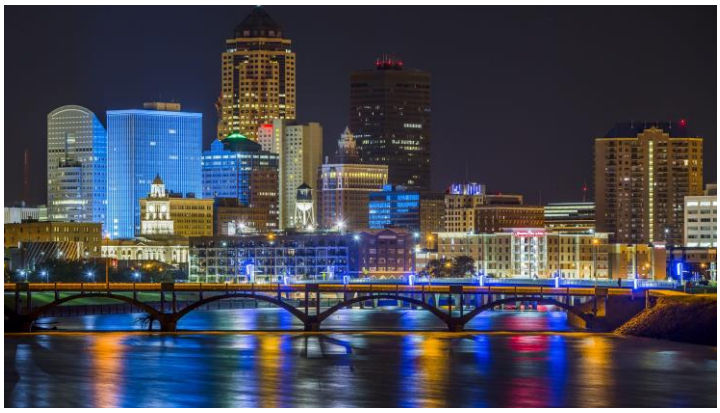


The Airport has a proud and unique history and serves as the gateway to Des Moines and to the beautiful state of Iowa. The Des Moines International Airport was established in 1933 with the original terminal being replaced in 1948. The airport was originally governed by the City of Des Moines' Parks Department. The City established a separate Aviation Department during the 1960s, and in 1982, a separate Aviation Policy Advisory Board was established. The airport was renamed the Des Moines International Airport in 1986 to acknowledge the presence of a United States Customs Service office at the airport. In 2011, the City of Des Moines transferred control from the City to the Des Moines Airport Authority. The city retains ownership of the land but transferred the title to all property and equipment to the public authority. In turn, the Authority agreed to a 99-year lease on the land.

The Community: Living in Beautiful Des Moines

The city of Des Moines is a community where art and culture meet affordable living. Where outdoor adventures happen on winding river trails and nightlife always beckons. Short commute times make it easy to experience all the region has to offer. For young professionals, families and empty nesters alike, Des Moines, Iowa is the place to call home.

As a local, you'll find affordable living, vibrant downtown amenities, welcoming suburbs, world-class education and commute times averaging 20 minutes or less — all while enjoying an ideal work-life balance.



In Des Moines, you can truly have it all:

- **Top 10 Best Place for Business and Careers — *Forbes, 2019***
- **#5 Best Place to Live in the U.S. — U.S. News & World Report, 2020**
- **#1 Best Place to Live in the Midwest for High Salaries and Low Cost of Living** *The Ascent, 2021*
- **#2 Safest Place to Live — *U.S. News & World Report, 2021***
- **#11 Most Affordable City to Buy a Home — *Forbes Advisor, 2021***

Des Moines, IA is the fastest-growing major metro city in the Midwest *(U.S. Census Bureau, 2020)*. Living there means Saturdays at the nationally renowned Downtown Farmers' Market, afternoons strolling in the Pappajohn Sculpture Park, an abundance of sporting events and trails for walking, running and biking, opportunities to participate in community events and nationally ranked high quality of living.

#4
BEST PLACE TO RAISE KIDS
— SmartAsset, 2020

It means biking to the job you love and coming home to a community of friends and family. Residents care about their community, making a difference for everyone who lives here. This is a place where culture flourishes and opportunities can grow, where a work/life balance can be achieved, where education is unmatched and award-winning arts and entertainment is always just around the corner. You will find DSM is the place to be.









Executive search services provided by Steven Baldwin Associates, LLC.

For further info, contact:
email: lbelt@baldwinllc.com
mobile phone: (517) 526-3009
web: http://www.BaldwinLLC.com
address: 14 Corporate Woods Blvd., Albany, NY 12211

STEVEN BALDWIN
ASSOCIATES
Airport Management Consultants