



JOB OPPORTUNITY

CITY OF BURLINGTON, VERMONT

DIRECTOR OF AVIATION



THE OPPORTUNITY

The City of Burlington, Vermont seeks a Director of Aviation for the Burlington International Airport (BTV). This position reports directly to the Mayor and is responsible for the overall management of the Burlington International Airport.

EXPERIENCE AND EDUCATION

Bachelor's degree in Business Administration, airport administration, public administration, or related fields and a minimum of five years of progressively responsible management experience in executive departmental administration. Master's degree preferred.

Demonstrated understanding of airport financing, economic development, and FAA regulations preferred.

Knowledge of budgetary procedures, fiscal accountability, and capital improvement programs.

Ability to organize and coordinate simultaneous complex functions and sub-functions of departmental activity.

Strong communication skills, and ability to establish and maintain effective employee and public relations.

SALARY AND BENEFITS

The following salary and benefits are being offered for this exempt position:

SALARY RANGE: \$120,680 - \$140,294, depending on experience

RETIREMENT: a defined benefit pension plan with an employee contribution set to X% of base pay for FY 22. Full vesting at 5 years.

HEALTH INSURANCE: employee contribution set to 5.83% of base pay for FY 22. Same contribution rate paid for single, two-person, or family coverage.

DENTAL INSURANCE: no cost for single, two-person, or family coverage.

ANNUAL HOLIDAY, VACATION, SICK, AND PERSONAL LEAVE:

- Paid holidays: 13 days
- Vacation: starting at 3 weeks, depending on experience
- Sick leave: 10 days
- Personal leave: 2 days



ABOUT THE BURLINGTON INTERNATIONAL AIRPORT (BTV)

BTV is a municipal department of the City of Burlington, Vermont. BTV serves over 1.3 million users annually including passengers, employees and visitors. The Airport serves as the main gateway to the State of Vermont, and the terminal facilities reflect the unique character and charm of the state.

BTV has visitors from virtually every state and country including a strong French Canadian passenger base of approximately 5 - 20%. The heavily populated area of the French speaking province of Quebec, Canada, including the City of Montreal, is less than a 2 hour drive from the Airport and it is a goal of BTV to ensure that our French speaking visitors feel as welcome as possible.

Currently, BTV is comprised of a main terminal of approximately 190,000 square feet including five (5) gates with passenger loading bridges and security screening in the North Concourse, and six (6) gates with passenger loading bridges and security screening in the South Concourse. The main entrance to BTV includes ticket counters, car rental counters, and a baggage claim area, and in addition, the Airport has a multilevel parking garage with 2,300 public parking spaces connected to the terminals via two skywalks.

JetBlue Airways, United Airlines, Delta Air Lines, American Airlines, Sun Country Airlines and Frontier Airlines currently operate from BTV and provide direct service to 15 cities.

BTV also houses seven (7) on site national brand car rental agencies, currently including Avis Rent-A-Car, Budget Rent-A-Car, National Rent-A-Car, Alamo Rent-A-Car, Enterprise Rent-A-Car, Hertz Rent-A-Car, and Dollar Rent-A-Car. The Federal Aviation Administration (FAA) classifies BTV as a small hub airport. The airlines operate approximately 45 daily scheduled departures.

APPLICATION AND SELECTION PROCESS

A first round of interviews will be conducted by a Search Committee that includes Administration representatives, City Councilors, Airport Commissioners, and representation from the community. The search committee will recommend finalists to the Mayor.

Position is open until filled. Candidates who submit applications before May 25 will receive priority consideration.



CITY GOVERNMENT

Burlington has a strong mayor - strong council form of government. Mayor Miro Weinberger was first elected in 2012 and re-elected in 2015, 2018, and 2021. The Burlington City Council is comprised of 12 elected councilors.

The total City budget is approximately \$200 million, including enterprise funds such as the Burlington Electric Department, Burlington International Airport, and Water Resources. A majority of the City's 900 regular employees are represented by four unions: AFSCME, IBEW, the Burlington Police Officers Association, and the Burlington Firefighters Association.

ABOUT THE CITY

At approximately 45,000 residents, Burlington is the largest city in Vermont and the state's center for arts and culture. Built upon the shores of beautiful Lake Champlain, Burlington is a growing innovation hub for the region with a host of entrepreneurial successes.

Burlington has received international recognition for being the first city in the country to source 100% of its electricity from renewable sources, and has made the commitment to become a Net Zero Energy City by 2030.

Locals and visitors alike enjoy the City's walkable downtown, abundance of parks, and exploring the City's dining, shopping and the arts. Outdoor enthusiasts are drawn to Waterfront Park where, in addition to miles of recreational paths, the City's nearby beaches are prime for an afternoon swim, kayak, or paddleboard. Burlington's downtown is host to an active nightlife with a festive live music scene.

FURTHER READING

[*The Battery That Flies*](#), *New York Times*

[*Solar panel additions unveiled at Burlington International Airport*](#), *Vermont Business Magazine*

[*America's First All-Renewable-Energy City*](#), *Politico*

[*What Vermont and its History Might Teach the Nation about the Handling of the Coronavirus*](#), *New Yorker*

