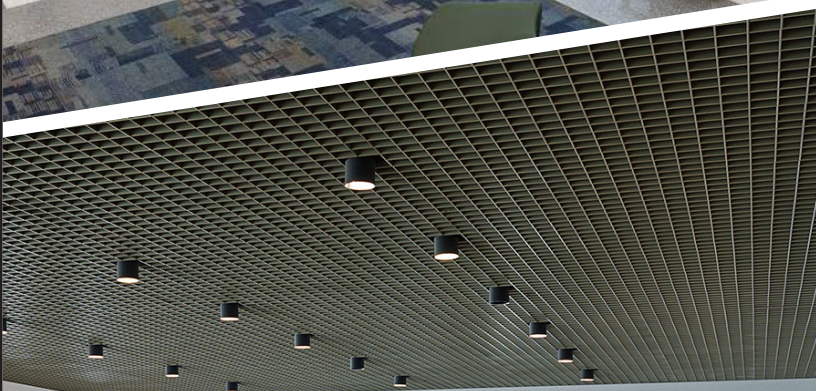


The Norfolk Airport Authority invites applications for  
Vice President, Chief Operations Officer

Norfolk International Airport (ORF)  
Norfolk, Virginia

*EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH*



## The Airport

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From our modest beginnings in 1938 to our current status as the region's primary link to the global air transportation network, Norfolk International Airport continues to grow and adapt to meet ever-changing aviation needs.

**OUR VISION:** Strengthen and grow our region while serving as an industry leader, recognized for our professionalism and excellence.

**OUR MISSION:** The mission of Norfolk Airport Authority is to connect our community with the world by safely, reliably, and efficiently operating Norfolk International Airport.



## Norfolk International Airport (ORF)

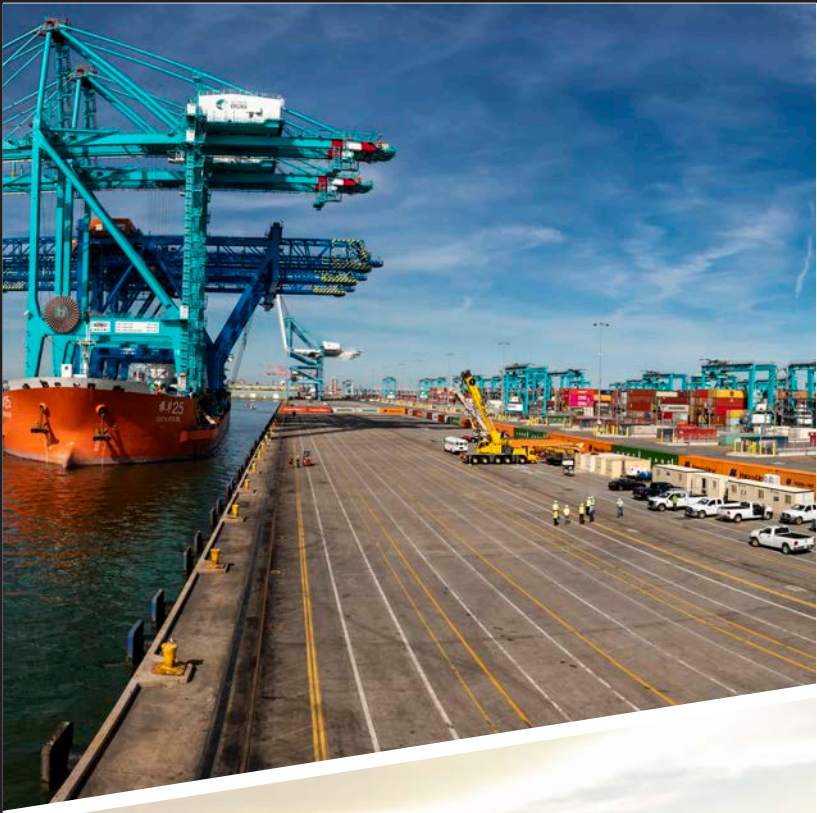
Norfolk International Airport (ORF) serves southeastern Virginia and northeastern North Carolina, a region synonymous with history, commerce, military power, tourism, and hometown hospitality. Located at the confluence of the Atlantic Ocean and Chesapeake Bay, the area is home to approximately 1.7 million residents living in the cities and counties of Norfolk, Virginia Beach, Williamsburg, Chesapeake, Portsmouth, Suffolk, Hampton, Newport News, York County, James City County and Smithfield/Isle of Wight. The Airport also serves Virginia's Eastern Shore and is the closest airport to the Outer Banks of North Carolina.

Allegiant, American, Breeze, Delta, Frontier, Jet Blue, Southwest, Spirit and United offer daily arrivals and departures to major cities throughout the United States. The most recent number of operations annualized for fiscal year 2024 is 80,063 and year-end annual enplanements for FY24 were 2,382,635. ORF presently ranks in the top 13% of the country's airports in terms of passengers served annually with over 4.5 million passengers and over 75,000 flight operations in 2023. Skytrax has awarded ORF a 4-Star Regional Airport rating. Among 572 airports rated in the 2023 survey, ORF is one of just seven 4-Star airports in the United States. Skytrax annual ratings are known as a global benchmark of airport standards.

Norfolk Airport Authority is governed by a nine-member Board of Commissioners appointed by Norfolk City Council. The Authority employs 228 non-union workers. The mission of the Norfolk Airport Authority is to manage the operation, maintenance, development, and marketing of the Airport. ORF is a significant asset, generating \$2.2 Billion in economic impact for the region. ORF's current year operational budget is \$75 Million and the capital budget for the current year is \$95 Million.

ORF is undertaking the largest modernization endeavor since the opening of the existing departures terminal in 1974. Nearly \$1 Billion in phased projects over the next several years will enhance the passenger experience and increase operational efficiencies for the airlines, tenants and Norfolk Airport Authority. Project updates are available at [www.TransformORF.com](http://www.TransformORF.com)





## The Community

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The United States military is a major part of the Norfolk community, with all branches represented. Norfolk is home to Allied Command Transformation and Joint Force Command Norfolk, the only two North Atlantic Treaty Organization (NATO) commands in North America. The region also hosts ten military bases that collectively employ over 133,000 active-duty personnel. In total, these bases support nearly 140,000 active duty, reserve, and civilian employees, including 135,000 military dependents and over 230,000 veterans. Among these bases are Naval Station Norfolk, the world's largest naval base, and Naval Air Station Oceana, the East Coast's Master Jet Base.

The prevalence of water and the location on the Chesapeake Bay has made the Hampton Roads region a natural fit for maritime commerce and shipbuilding since colonial times. The Port of Virginia, with its wide natural harbor and channels dredged to a depth of 55 feet, handled a record 19 million tons of general cargo in 2014. In 2021, it managed 64.5 million tons of waterborne trade, ranking it among the top ports on the East Coast. Huntington Ingalls, the state's largest employer, is located here and builds aircraft carriers and submarines for the US Navy. In addition, significant employers such as Norfolk Naval Shipyard and numerous other private shipyards provide commercial and government ship repair service.

Tourism also plays a large part of the region's attractiveness to locals and visitors. Within the region, there is something for every taste. Whether you are single, a family or a more "seasoned" traveler, you will find plenty to do and see.

Virginia Beach, the state's most populous city, invites you to "Live the Life." The city is listed in the Guinness Book of Records as having the longest pleasure beach in the world. Residents and visitors enjoy the beach lifestyle and popular attractions such as the boardwalk, the Virginia Aquarium and Marine Science Center, and year-round events such as the East Coast Surfing Contest and the North American Sand Soccer Championship. Nature-lovers also enjoy cabins, campsites, fishing, swimming and over 19 miles of hiking and biking trails at First Landing State Park, the state's most popular state park, and nearby False Cape State Park.



## The Community (*continued*)

In Norfolk, vibrant entertainment, culture, and delicious cuisine wait to be explored. With the Chesapeake Bay, Atlantic Ocean and countless rivers, you are never far from the water. Take a tour of the Elizabeth River harbor on a three-masted schooner, or watch world-renowned artists blow glass at the Chrysler Museum Glass Studio.

FestEvents, the city's event planning agency, offers a year-round schedule of waterfront events such as Harborfest, the Virginia Wine Festival, Bayou Boogaloo and Waterfront Jazz Festival. The city has twice been a host city for Operation Sail, a parade of magnificent "Golden Age of Sail," featuring tall ships from around the world. If history is your thing, sign up for a boat or land tour of the world's largest Naval Base, stop by the MacArthur Memorial, or see the cannonball shot from Lord Dunmore's ship on January 1, 1776, still lodged in the wall at St. Paul's Church. Norfolk's eclectic downtown is also the region's venue for the arts stage, opera, ballet, and symphony and is a constant breeding ground for new age dining and micro-breweries.

The nearby Historic Triangle of Williamsburg, Jamestown and Yorktown provide history-seekers an unmatched glimpse into the nation's origins. Attractions such as Busch Gardens, Water Country USA, Great Wolf Lodge and world-class golf at Kingsmill and Ford's Colony form one of the Commonwealth's top destinations. The area's pastoral setting, community offerings and relaxed atmosphere also make it a top retirement location.

Virginia's Eastern Shore, a long rural peninsula with the Chesapeake Bay to the west and Atlantic Ocean to the east is a bird watcher's paradise and eco-tourism leader. It is connected to Virginia Beach by the 23-mile-long Chesapeake Bay Bridge-Tunnel, selected as "One of Seven Engineering Wonders of the Modern World" when it opened.

Hampton Roads is also a producer of a well-educated workforce. The region is home to four of the state's 15 public, four-year colleges. Those include the College of William and Mary, Old Dominion University, Christopher Newport University and Norfolk State University. Private colleges include Regent University, Hampton University, Virginia Wesleyan College and the Eastern Virginia Medical School. Workforce development resources are also rounded out by three community colleges.

All told, the Norfolk area has a bounty of things to see and do, a diverse economy, an educated populace and a service-oriented southern hospitality.





## Position Overview

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The Vice President, Chief Operations Officer is a pivotal leadership role responsible for ensuring regulatory compliance with Title 14, Code of Federal Regulation (CFR) Part 139 and Title 49, Code of Federal Regulation (CFR) Part 1542. This position ensures safe and secure airport operations and provides executive oversight of the Airside Operations Department, Field Maintenance Department, Safety Management Systems Program, Police Department, Fire Department and Airport Security.

## About the Role

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Reporting to the President and CEO, the Vice President, Chief Operations Officer ensures regulatory compliance and the efficient and effective running of day-to-day operations of the airport through associated leadership. This is an executive leadership role working with senior leadership and departments to identify and ensure execution of goals that align with the airport's organizational priorities.

## Key Responsibilities

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- Provide executive oversight for airport operations, security, public safety, and airfield maintenance.
- Supervise senior managers in airside operations and public safety/security.
- Lead the development and maintenance of essential operational documents such as the Airport Certification Manual, Airport Security Program, Wildlife Hazard Management Plan, and the Airport Emergency Plan.
- Ensure compliance with CFR Part 139 and 49 CFR Part 1542 through delegation and leadership.
- Develop and manage budgets for operational departments.
- Respond to emergencies, applying National Incident Management System (NIMS) protocols.
- Foster a positive, growth-oriented work environment while maintaining accountability.



## Leadership Qualities and Style

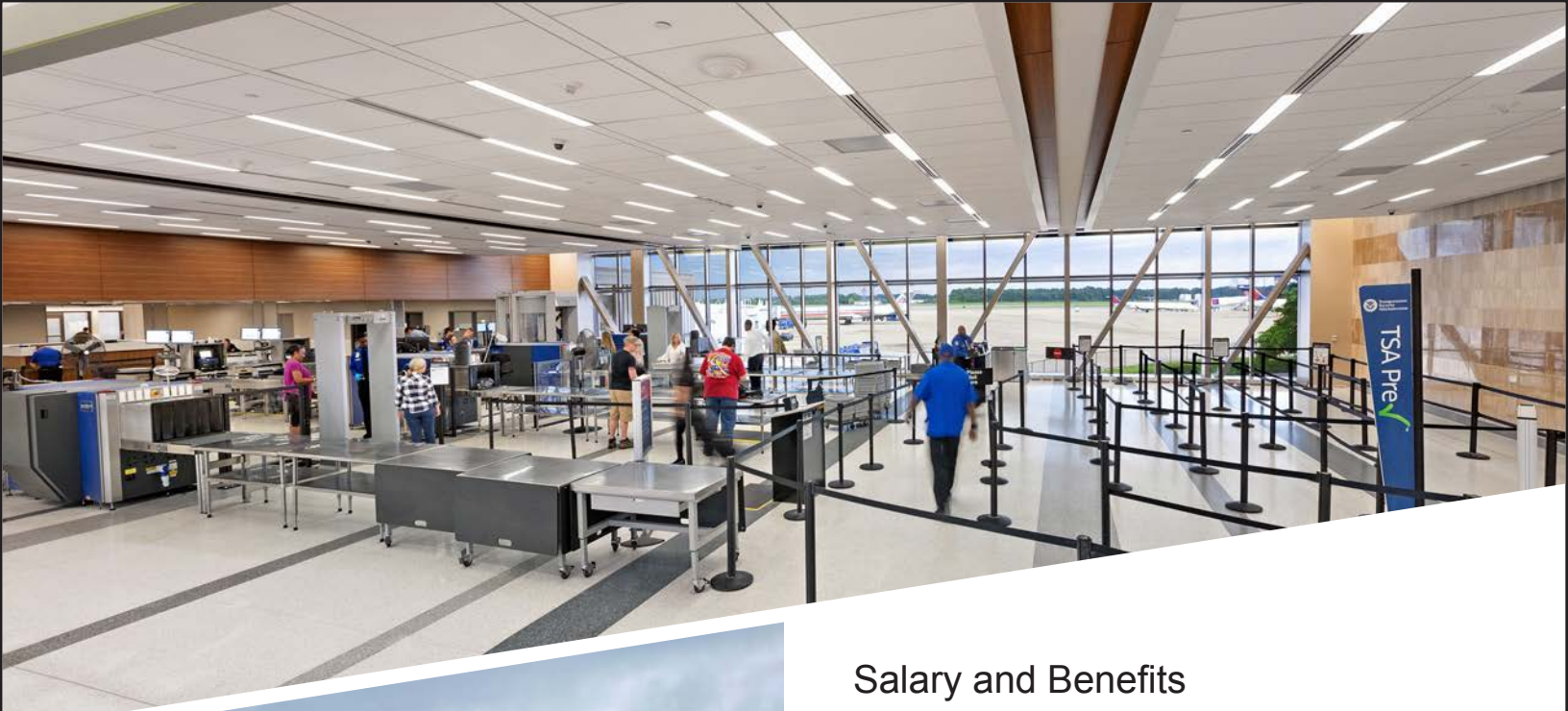
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The ideal candidate will be a strategic thinker with a collaborative leadership style and exceptional decision-making skills. They should inspire confidence and accountability among staff while fostering a culture of excellence. Strong communication abilities and responsiveness to emergencies are essential traits.

## Preferred Qualifications

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- Bachelor's degree in airport management, business administration, or related field. Two years of relevant experience may substitute one year of education. In lieu of a Bachelor's degree, eight (8) years of relevant experience can be substituted.
- Five (5) years of progressive management and supervisory experience; seven (7) years of airport operations experience.



## Salary and Benefits

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The starting salary range for this position is \$160,000 - \$200,000 and is accompanied by a generous benefits package. Relocation assistance is available. Benefits include medical, dental, vision, FSA plan, membership in the Virginia State Retirement System, Roth IRA, short-term disability, long-term disability, life insurance, holiday, vacation, and sick pay and voluntary 457 plan.

## How To Apply

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To apply online, [click here](#).

**Deadline for applications: February 23, 2025**

The contacts for this search are:

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**Please note:** After your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: [admin@adkexecutivesearch.com](mailto:admin@adkexecutivesearch.com).

The Norfolk Airport Authority is an equal-opportunity employer. We support diversity and are committed to creating an inclusive environment for employees.

