



**The Syracuse Regional Airport Authority  
invites applications for  
Chief Financial Officer  
of the Syracuse Hancock International Airport (NY)**

## Overview

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The [Syracuse Regional Airport Authority](#) ("SRAA" or "Authority") invites applications for the position of **Chief Financial Officer** ("CFO") of the [Syracuse Hancock International Airport](#) ("SYR") in Syracuse, NY.

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

This is an exciting time to be at SYR which has seen record-setting passenger growth in the past few years and award-winning accolades from the industry for the Airport and staff. Moreover, the Airport has recently undergone a top-to-bottom \$65 million terminal renovation and has established a record-setting 24 non-stop destinations in 2019, with service provided by all three major carriers and bolstered by new partnerships with low-cost carriers.

- ***At this key juncture in the Airport's history, SYR is looking for a dynamic financial leader to maintain and increase the Airport's financial position, all while inspiring an accomplished staff to achieve new heights through teamwork, collaboration, and transparency.***

The selected candidate will be working with a talented and experienced management staff and will work in conjunction with the Executive Director to continue to improve the financial position of all Airport facilities.

For more details on the Airport, the larger community, the opportunity, and the qualities desired in candidates, please see the information below.

## The Airport

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### SRAA Mission Statement

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient, and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves in central New York State.

The Authority seeks to stimulate air service, economic development, trade, and tourism by focusing on the shared goals of its stakeholders:

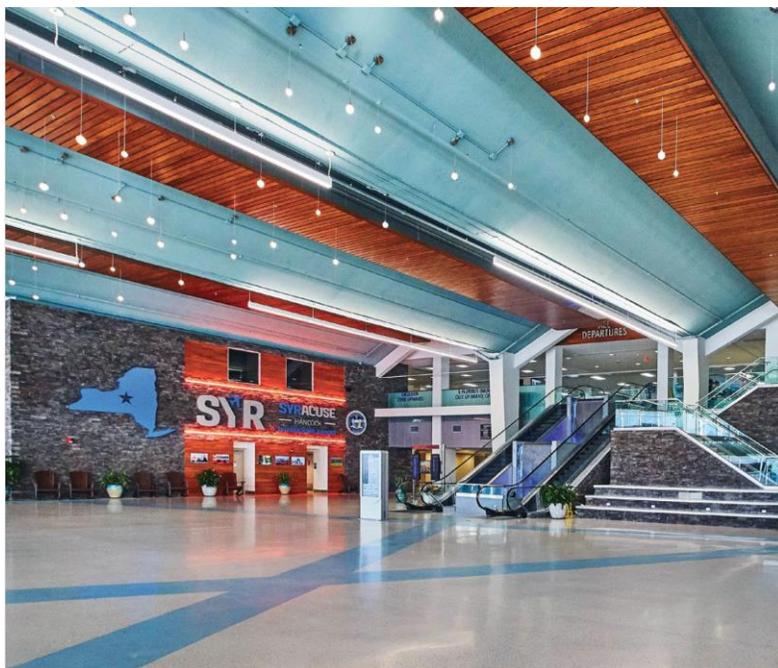
- more service to more destinations,

- lower operating costs, and
- increased non-aeronautical revenue.

The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.

**General Information and Administration**

The Syracuse Hancock International Airport serves as the first impression and economic engine of the central New York region. Recently, major improvements were completed at SYR during an extensive facilities renovation. Over 13 months, the \$65 million project involved more than 300 workers creating 14,500 square feet of new space with 400 tons of steel. Originally built in 1962, the renovations to the terminal updated many of the materials and layouts from more than 50 years ago. The results have been a streamlined layout with new interior and exterior materials and new furnishings giving passengers a more modern, functional, and welcoming space. These significant enhancements have delivered an enhanced passenger experience, simplifying movements in and around the Airport and updating aesthetics throughout the facilities.



SYR is the largest commercial airport in central New York, and the 6<sup>th</sup> largest in the state. Record levels of growth are pushing 2019 to be one of the largest in passenger traffic ever. Growth has been fueled by an increase in destinations, particularly from low-cost carriers such as Allegiant, JetBlue, and Frontier. Enplanement numbers for 2018 hit more than 1.1 million, which were the highest numbers in a decade and 2019 is on track to surpass last year’s record passenger traffic.



**Air Service**

In 2019, SYR has new routes to increase its total of nonstop destinations to 24. The cities served include: Atlanta, Boston, Charlotte, Chicago - O’Hare, Denver, Detroit Metro, Ft. Lauderdale, Ft. Myers, Minneapolis-St. Paul, Myrtle Beach, Nashville, NYC Metro (LaGuardia, JFK, Newark), Orlando International and Orlando-Sanford, Philadelphia, Punta Gorda (FL), Raleigh-Durham, Sarasota-Bradenton, St. Petersburg-Clearwater, Tampa, and Washington, DC (National and Dulles). Much of the recent growth has come from partnerships with

Frontier and Allegiant, as well as JetBlue, which complement the major carriers serving SYR: American, Delta, and United.

**The Airport Authority**

Policy and general oversight of the Airport are the responsibility of the Syracuse Regional Airport Authority Board (website: [www.syrtraa.com](http://www.syrtraa.com)). The Authority is a public benefit corporation and was established to operate the Airport and to foster the development of safe, secure, and efficient aviation services in Syracuse and the central New York region. The Authority is committed to promoting the growth and success of the Syracuse Hancock International Airport by providing fiscal responsibility, regional marketing, and job creation in the aviation industry, and those industries that support aviation. The Authority was established under the Public Authorities Law of the State of New York.

The Authority is comprised of an 11-member body: seven appointed by the Mayor of the City of Syracuse, one by the County Executive of Onondaga County, one by the Town Board of the Town of Dewitt, one by the Board of Education of the East Syracuse Minoa School District, and one appointment is shared, on an alternating basis, by the Board of Education of the North Syracuse School District and the Town Boards of the towns of Salina, Cicero, and Clay. Members of the Authority serve in a volunteer capacity.



**Airport Management**

The Airport is overseen by the Authority Board and managed and operated by an Executive Management Team composed of the Executive Director; Chief Operations Office; Chief Financial Officer; Director of Marketing, Communications, and Air Service Development; Director of Business Development; and Director of Planning and Development and Human Resource Manager. The Airport is operated overall by approximately 120 staff members in several departments, including: executive, finance, operations, security, human resources, planning, and marketing/business development.

The Airport has an annual operating budget of \$31.6 million and a current capital budget of nearly \$21.1 million. For more info about the Airport, visit the website at: [www.syrairport.org](http://www.syrairport.org) where you can find the 2019 SRAA Annual Report as well as the latest news and media updates.

**The Opportunity**

The CFO position is responsible for an array of important activities including: directing the Airport’s short- and long-term financial planning and analysis, developing and monitoring of operating and capital

budgets, overseeing treasury and investments, acquiring funding sources including grants, overseeing accounting functions, establishing airline rates and charges, and maintaining the Airport's relationships with lending and financial institutions, bondholders, and key internal and external stakeholders.

Under the general direction of the Executive Director, the CFO carries out policies and procedures to reduce the Airport's operating costs, monitors revenues and expenses, and positively promotes the Airport in the interest of the region it serves.

### **Key Duties and Responsibilities**

The duties, responsibilities, and typical work activities of the Chief Financial Officer include:

- Collectively with the SYR executive management team, advise the Executive Director regarding policy matters, programs, and projects as well as assists the Executive Director in identifying, revising, recommending, and implementing policies, programs, and projects.
- Provides oversight of the Airport's financial planning and analysis including development of objectives and guidelines pertaining to the budget process and use of Airport funds.
- Oversees SYR financial forecasting, budgeting, and financial reporting processes, including budget development, analysis and review, and reporting on budget and financial results to the Board of Directors, airlines, and other stakeholders as required by regulatory requirements.
- Directs the development, implementation, and evaluation of plans, programs, projects, systems, financial strategies, and procedures to achieve organizational goals, objectives, and standards within assigned areas of responsibility.
- Manages the development and maintenance of internal controls to safeguard financial assets of the Airport, meet financial regulatory requirements, and ensure proper and timely financial reporting.
- Participates in negotiation of agreements with airlines and other tenants as appropriate, specifically as it pertains to financial impacts and airlines rate and charges.
- Promotes the Airport as a vital transportation asset.
- Promotes the Airport in the interest of broader regional economic development, jobs, and continuous improvement to the Airport's financial status.
- Represents the SRAA before the public, businesses, and governmental agencies as needed.
- Participates in conferences and meetings of aeronautical and civic organizations, including the pursuit of leadership opportunities with the American Association of Airport Executives (AAAE) and the Airport Council International – North America (ACI-NA).

### **Knowledge, Skills, Abilities, and Personal Characteristics Needed for Exemplary Performance**

- Demonstrated excellence in financial leadership and financial management competencies, particularly in the aviation industry.
- Knowledge of Federal Aviation Regulation Part 139, and other airport operating requirements.
- Thorough knowledge of New York State and Federal grant funding programs.
- Strong understanding of public finance markets and mechanisms for funding capital projects.
- Strong strategic and decision-making abilities.
- Values and cultivates a diverse and inclusive workforce that fosters employee empowerment.
- Experienced in budget preparation and reconciliation.
- Strong work ethic and superior communication and interpersonal skills.

## Ideal Candidate

The ideal candidate for the Chief Financial Officer position at the Syracuse Regional Airport Authority will be able to demonstrate a wide range of financial knowledge, skills, and attributes. Some of the most desired candidate qualities, characteristics, and attributes are listed below.

**Financial.** It is assumed that a professional applying for this position will have a successful track record of airport or public accounting experience and expertise. Key attributes include strong experience in analytics, financial planning, grant funding, budget preparation, and financial software.

**Leadership.** SYR is in search of an individual who can maintain cohesiveness among the leadership team as well as their direct reports by building trust among all parties and inspiring a sense of common purpose. The Airport seeks a candidate with 1) an overall strong track record, 2) someone who values a diverse and inclusive workforce and can effectively mentor, motivate, and lead an internal airport team and 3) someone who thrives on engaging with the broader business community and industry peers.

**Communications.** By definition, the successful candidate will be someone with clear and compelling communication skills—someone who is an effective and respectful communicator and who is personable with all internal and external audiences regardless of title and position. The successful candidate will also thrive in group settings and community events, and who can serve as an effective presenter and ambassador for the Airport.

**Strategic Vision.** SYR seeks a Chief Financial Officer who has strong financial and business acumen and can create financial clarity, as well as someone who can set and prioritize goals, define strategies, create metrics, and maintain the financial health of the Syracuse Regional Airport Authority.

**Engagement with the Broader Community.** Participating in and partnering with the larger community of businesses and organizations of Syracuse and central New York is an important aspect of this position. The Airport seeks a candidate who will serve as an ambassador to local and regional communities, as well as the industry at large and State and Federal legislators and regulators. The Chief Financial Officer will have strong business savvy and comprehend how the business community interacts with and supports the Airport and its goals. The Airport is seeking someone who understands that SYR is an asset of the community and not an isolated entity.

**Additional Qualities and Characteristics.** The successful candidate will be personable and enjoy collaborating with staff and potential partners at every level. The Airport seeks a self-motivated, seasoned professional who brings people together and engages a wide variety of audiences. The selected CFO will have a business development mindset and exhibit a wide range of qualities for success in the position, including being energetic, positive, action-orientated, hands-on, and innovative with focus and drive. SYR is looking for a respected financial professional, who is flexible and receptive to change and new ideas in order to keep the Airport moving forward.

### Minimum Requirements

- Bachelor's Degree in Finance, Accounting, Business or Public Administration
- Eight to ten (8-10) years of financial management and progressive professional level work experience, including four (4) years of financial supervisory experience.
- MBA and/or CPA highly desired
- Aviation finance experience a plus

### Salary and Compensation

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The position is supported by a solid benefits program defined by the Syracuse Regional Airport Authority and New York State. The established recruitment salary range for this position is \$114,500 - \$145,000. Final salary and benefits shall be based on the qualifications and experience of the preferred candidate.

### The Community: Living in Syracuse

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Syracuse, New York is home to a wealth of experiences, from dining to art to nature to music, and boasts a vibrant culture and thriving industries. It's an excellent place for raising a family and for exploring a variety of passions and interests.

Located in the geographic center of New York State, Syracuse is a scenic treasure amidst rolling hills, tranquil lakes and picturesque forests. Its changing seasons allow for colorful autumns, and winter



snows transform its gently rolling hills into a perfect playground for winter sports enthusiasts.

The area offers a reasonable cost of living, a depth of educational opportunities, and numerous quality services found in major metropolitan areas. Residents enjoy an

abundance of natural resources including Onondaga Lake Park and the Erie Canal; cultural venues including The Landmark Theater, Everson Museum of Art, Syracuse Stage, and the Oncenter; shopping at Destiny Mall and a range of local businesses; breweries, wineries, and related festivals; historic landmarks related to the Underground Railroad and Women's Suffrage; and family-friendly destinations including the Museum of Science and Technology and The New York State Fair. Syracuse is also home to Syracuse University, a major research university, and Le Moyne College, a nationally recognized liberal arts college.

Syracuse is less than 20 minutes from attractive suburbs including Baldwinsville, Liverpool, Fayetteville, Manlius, and Cazenovia. Summers offer comfortably warm weather and a variety of outdoor recreation opportunities, and winters offer a variety options including skiing at Toggenburg Mountain, skating at Clinton Square Rink, or attending NCAA Division I basketball tournaments featuring Syracuse's Orangemen at the Carrier Dome.

When you'd like to get away for the weekend, an hour's drive will take you to the picturesque Finger Lakes Region and Cayuga Wine Trail; two hour's drive will afford you the wonders of The Adirondack State Park's six million "forever wild" acres or Cooperstown's Baseball Hall of Fame; three hour's drive will offer you the excitement of Saratoga Spring's historic resort town or the stunning beauty of Niagara Falls. With a four- to five-hour drive, you can visit nearly every major eastern metropolitan area, including New York City, Boston, Toronto, Washington D.C., and Philadelphia.

For more information about the Syracuse area's many offerings, go to [VisitSyracuse.com](http://VisitSyracuse.com).

### To Apply

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To apply for this exciting opportunity, please submit a cover letter, resume, a minimum list of three references, and five-year salary history in **one** recruitment PDF document to Steven Baldwin Associates, at [lbelt@baldwinllc.com](mailto:lbelt@baldwinllc.com). Within your cover letter, please specifically address your experience and accomplishments in the areas noted in the candidate sections above, with particular attention to your financial knowledge and experience in airport or public sector accounting, budgeting, and securing funds. Also, please indicate in the subject line of your electronic submission: "SYR CFO Executive Search."

- Only complete electronic submissions that follow the above guidelines, and which are received by **Friday, December 13, 2019 by 5:00 PM EST**, will be considered.

**Selection timeframe:** The SRAA's goal is to make a selection with the preferred candidate reporting to duty as soon as practical.

*Executive search services provided by Steven Baldwin Associates, LLC.  
[www.BaldwinLLC.com](http://www.BaldwinLLC.com)*

