

Cheyenne Regional Airport Cheyenne, Wyoming (CYS)

**The Cheyenne Regional Airport Board
Invites Applications for
Director of Aviation**



Cheyenne Regional Airport

Executive Search Services Provided by ADK Consulting & Executive Search



THE AIRPORT

Cheyenne Regional Airport (CYS) also known as Jerry Olson Field, is a civil-military public airport one mile north of downtown Cheyenne, in Laramie County, Wyoming. It is owned by the Cheyenne Regional Airport Board. Cheyenne Regional Airport is the home of Cheyenne Air National Guard Base, the main operating base for the Wyoming Air National Guard and the Wyoming Army National Guard.

It was back in 1911 that Cheyenne had its first glimpse into the world of aviation. While the aerial demonstration that year during Cheyenne Frontier Days was considered less than impressive, it marked the beginning of what would become a rich aviation history. Throughout the years, Cheyenne's Airport would not only impact the city's economy, but its cultural history as well.

Significant Operators at the Airport Include:

- Wyoming Air National Guard
- Great Lakes Airlines (Corporate Headquarters and Maintenance Base)
- WYDOT Aeronautics (Offices and Flight Department)
- Wings of Wyoming (Flight School)
- AirLife Denver

Cheyenne Regional/Jerry Olson Field covers 1,060 acres and has two runways: 9/27, 9,270 x 150 feet (concrete) and 13/31, 6,690 x 150 feet (asphalt).

Of particular interest in the most recent Wyoming Airport Capital Improvement Plan (WACIP):

- 1) The Airport is in the early to middle stages of the design and construction of a new Airport Terminal Facility. Anticipated cost of design is approximately \$1.5 million and the anticipated cost of construction is approximately \$17.5 million.
- 2) Originally, and according to the WACIP, the Airport was going to be acquiring new snow removal equipment (SRE) over the next several years. However, due to significant contributions from WYDOT Aeronautics, the Airport was able to move forward with acquiring two new pieces of SRE this year...one truck and plow and one tow behind broom. Estimated total cost of the acquisition is approximately \$800,000.

The operating expense budget for the current fiscal year is approaching \$4 million and the capital budget is approximately \$2.9 million. For calendar year ending 2013, there were a total of 10,777 enplanements and 55,293 total operations. The airport has 14 full time and 4 part time employees.



THE COMMUNITY

Cheyenne.

The name brings forth romantic images of the West - cowboys, rodeos, railroads and majestic plains. Named a "True Western Town" by True West Magazine and "#1 Western Town" in 2009, the town's slogan, "Cheyenne - Live the Legend," is a fitting invitation for travelers and residents alike to take a step back into the Old West.

Located just 90 miles north of Denver, Cheyenne sits as the northern anchor of the Front Range of the Rocky Mountains and is surrounded by some of the nation's most beloved monuments. South Dakota's Mt. Rushmore and Black Hills, Colorado's Rocky Mountain National Park and Wyoming's own Devils Tower, Yellowstone National Park and Grand Teton National Park are all within a day's drive of the city.

Home to All Things Western

Within Cheyenne, you will find more than you ever expected - cowboys and cowgirls, rodeos, ranches, gunslingers, historic hotels, "Western High Style" cuisine, good old-fashioned Western entertainment, trolley cars, boots that are eight-feet tall, the world's largest steam engine, the Wyoming state capitol, history, Western art and artifacts and much more. Cheyenne truly is home to all things Western. When in Cheyenne, it's hard not to get into the spirit of the American West. Over the years, the Western excitement of

Frontier Days has permeated into the daily living and overall feel of Cheyenne. From attractions and cuisine to shopping and entertainment, Cheyenne truly is home to all things Western.

World-famous Frontier Days

Cheyenne Frontier Days is the world's largest outdoor rodeo and Western Celebration. Started in 1897, festivities feature 10 days of the world's best PRCA rodeo action. From bull riding and barrel racing to steer wrestling and team roping, Cheyenne Frontier Days has it all. Nightly concerts, parades, pancake breakfast, chuck-wagon cook-off and other varieties of Western entertainment are also a trademark of this much-beloved annual celebration.



THE COMMUNITY *(continued)*

Home to Wyoming's Capitol and History
Cheyenne plays an important role in the state's history. Cheyenne is the capital of Wyoming and home to the impressive Wyoming State Capitol Building. A dominant structure on the Cheyenne skyline, the building's cornerstone was laid on May 18, 1887. Historically speaking, it is one of the most important buildings in the state. Nearby is the Wyoming State Museum, which houses artifacts and collections showcasing Wyoming's history from its earliest beginnings.

A City Brimming with Arts

Anyone hoping to find Western art in Cheyenne won't be disappointed. Among the various galleries in Cheyenne are Manitou Galleries, Deselms Fine

Art, and Link Gallery. Manitou Galleries feature Western and historic art, wood carvings, antiques, bronzes and other sculpture, cowboy and Indian collectibles and more. Deselms Fine Art, which is located in one of Cheyenne's oldest homes, features original art by local and regional artists with national acclaim. Cheyenne Artists Guild hosts numerous art shows throughout the year. The historic Van Tassell Carriage House is the home of the guild, which was established in 1949 and is Wyoming's oldest continuously operating artists' association.

Family Fun in Cheyenne

The romance and feel of the West won't be lost on children in Cheyenne. The city features a number of parks that are perfect for biking, hiking, boating and other great outdoor activities. In addition, the city offers interesting and unique ways for kids to learn about Cheyenne and Wyoming and the history of both.

LINKS OF INTEREST

- [Cheyenne Regional Airport](#)
- [City of Cheyenne, Wyoming](#)
- [Greater Cheyenne Chamber of Commerce](#)
- [Cheyenne Area Convention & Visitors Bureau](#)



THE POSITION

The Director of Aviation is responsible for the oversight and administration of all facets of Airport owned facilities, including day to day operations of the airfield, oversight and operation of Legend Aero Serve (FBO), creation and implementation of long range plans and objectives, and interaction with a variety of private and governmental entities and individuals.

As part of his or her responsibilities, the Director of Aviation:

- Develops and submits to the Airport Board proposed plans, policies and programs for improvement in the operation, maintenance, security and overall facilities of the Airport.
- Ensures that established policies and procedures are uniformly understood by all applicable parties and appropriately administered by Airport employees.
- Prepares and implements annual budgetary documentation.
- Oversees business development at the Airport and within the Cheyenne Aviation Technical Center.
- Oversees planning and construction activities at the Airport.
- Ensures compliance with all applicable federal, state and local regulations governing any aspect of the Airport operation.
- Manages the legal issues and concerns of the Airport, conferring with Airport Legal Counsel as needed and assisting with investigations.
- Applies for and manages improvement grants and projects pertaining to the Airport.
- Provides general oversight of all employees through the department heads that report directly to the Director, including interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees and addressing complaints and resolving problems.
- Acts as a liaison between governmental agencies, air carriers, fixed base operators, Airport users and the public.
- Maintains community-based organization relationships and activities for the Airport, assisting with public relations and economic development initiatives, working on alliance organizations and serving on boards and committees.
- Promotes the development of air service by developing an active airline information program and by maintaining an open dialogue with air carriers.



POSITION REQUIREMENTS

The Successful Candidate must have a Bachelor's degree from a four year college or university in Airport Management, Business Administration, Public Administration or related fields. Candidate must also have six years progressively responsible or management experience at a commercial service airport with four years of senior leadership experience.

Candidates will have demonstrated extensive and varied airport experience with strong leadership skills having an emphasis on strategic planning, capital improvement projects, financial management, lease negotiations and community relations. A.A.E. accreditation is preferred.

SALARY & BENEFITS

The salary range for this position is \$75,000 - \$100,000 with an excellent benefit package. This includes a 100% contribution by the Airport to the Wyoming State Retirement System as well as vehicle benefits.

HOW TO APPLY

- A. Please submit, in PDF format, a cover letter, resume, and a minimum of five professional airport references. The references should be diversified and include at least one individual whom you have worked directly for and one individual who has reported directly to you. Include their contact information (email and telephone number) and specify your working relationship with them. Send to ADK Executive Search at: CYS@adkexecutivesearch.com
- B. Your submission should include a separate supplement, in PDF format, with responses to the following:
1. What is the size of airports/facilities and communities you have served including the operating budgets, capital improvement budgets, and staff you have managed? Relate your experience to that of CYS.
 2. Why do you feel that this position at Cheyenne Regional Airport is right for you at this time in your career?
- C. Please complete the ADK employment application form at: [ADK Application Form](#) (this is a secure link).



Filing Deadline: Closed to new applications

Only complete electronic submissions will be considered.

Email questions to CYS@adkexecutivesearch.com

