



ASPEN/PITKIN COUNTY AIRPORT

Pitkin County Invites Applications for
**Director of Airport Operations,
Safety & Security**

Aspen Airport (ASE)

Aspen, Colorado

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

Aspen Airport (ASE) is a commercial service airport experiencing explosive growth in commercial flights. Flights have increased 26% YTD since 2016 and enplanements total 250,000. United, Delta and American service ORD, MSP, ATL, DFW, IAD, PHX, SLC, LAX, SFO, and DEN. ASE's operational budget for 2018 is \$10,019,957.

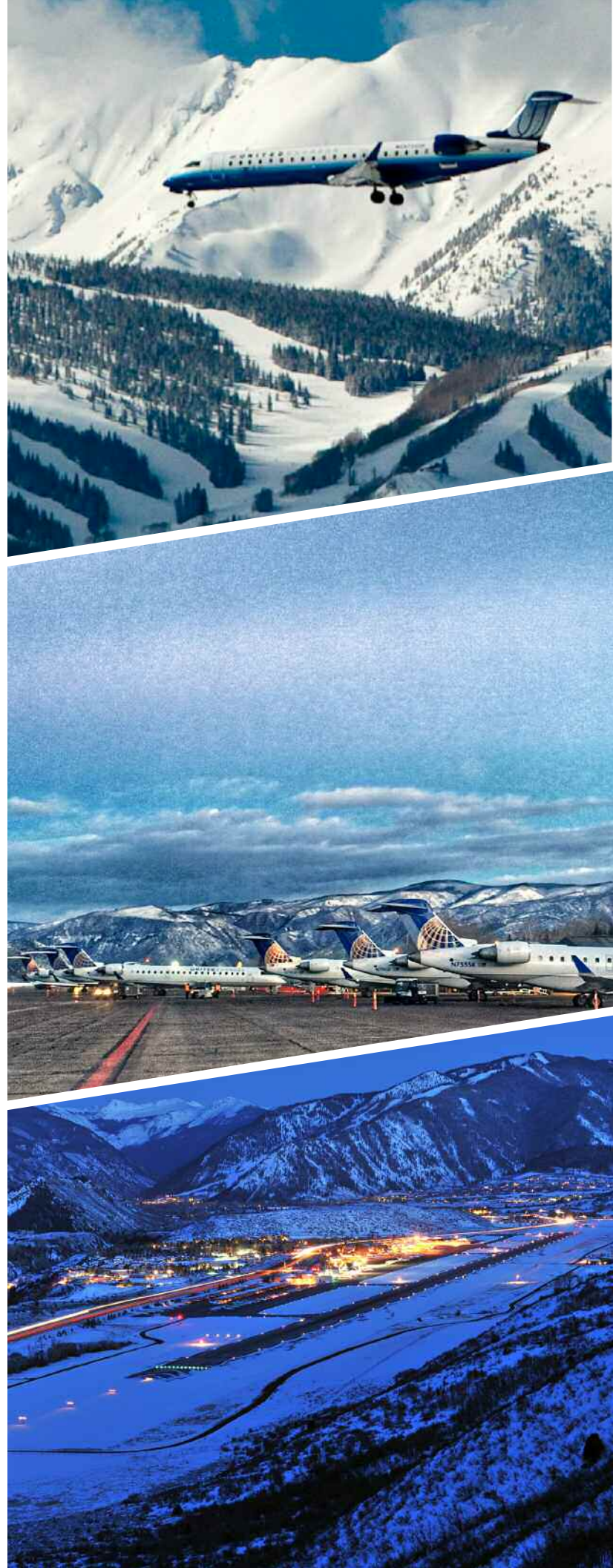
Atlantic Aviation operates the airport's FBO. Aircraft Maintenance is offered by West Star Aviation, and Mayo Aviation is an aircraft charter company based at the airport. The airport also has a restaurant, gift shop, and several rental car companies.

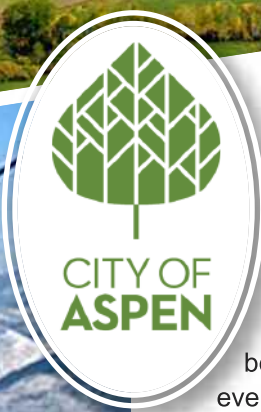
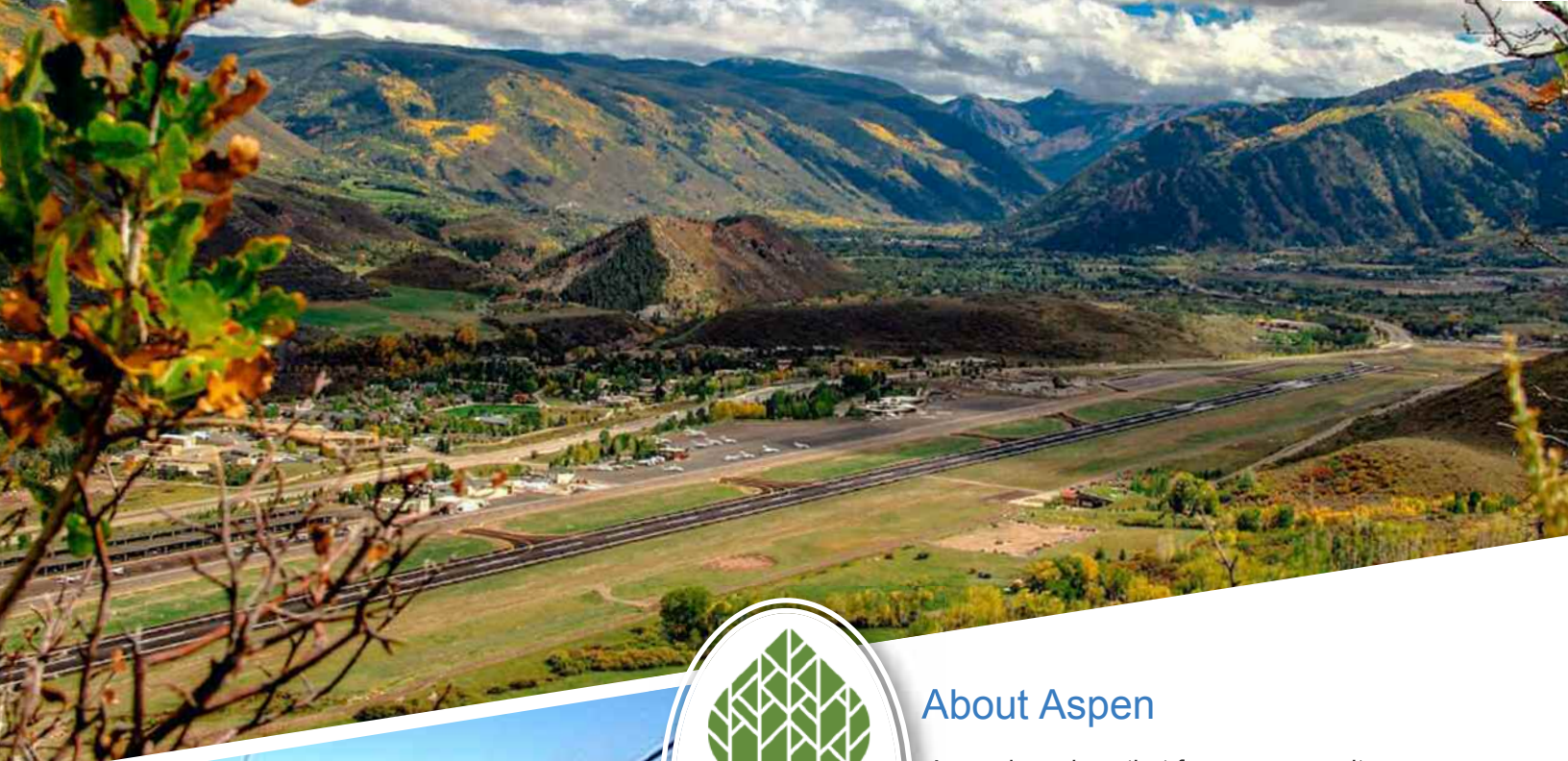
Aspen airport is entering one of, if not the most dynamic periods in its 70-year history. The FAA just issued ASE a FONSI for its Environmental Assessment which clears a path for major airport developments pending community dialogue.

First, relocating the runway to meet Group III design standards, allowing larger jets and the new generation of regional jets. Second, building a new commercial service terminal cleared for 140,000 square feet replacing the existing 47,000 square foot terminal.

Additionally, the airport has Master Plans under consideration by county commissioners to redesign and relocate the terminal area entrance roads, public and employee parking lots, and ground transportation areas. ASE's ARFF index would upgrade to C. The development is estimated to be \$400,000,000.

There are 49 employees at the airport. This is an exciting era to become part of TEAM Aspen Airport. Several "new" key leadership positions have been created and are currently accepting applications or will be in the near future beginning with: The Assistant Aviation Director, Directory of Facilities, Director of Operations, Safety and Security, and Director of Program Management.





About Aspen

Aspen is a place that famous songwriters have immortalized in their music. It is home to world class skiing, arts and cultural events, and a world-renowned intellectual think-tank. Aspen's 360-degree beauty challenges photographers to capture every season and breathtaking views.



Situated high in the Rocky Mountains and located 200 miles southwest of Denver, Aspen was named for its abundance of aspen trees. Originally a summer hunting camp for the Ute Indians, it saw its first white settlers in the 1870s, when the area became a mining camp, a part of the famed Colorado Silver Boom.

The city is now a world-renowned ski resort, as well as a tourist and cultural center. Downtown has been largely transformed into an upscale shopping district that includes high-end restaurants, salons, and well-known boutiques. To Aspen's credit, the city has closely protected its robust history and architecture, with its multicolored, gingerbread Victorian era homes and commercial buildings. These "painted ladies" create a fascinating and vibrant downtown, defined by the surrounding majestic mountains.



With more than 300 days of sunshine a year, Aspen is a destination for outdoor enthusiasts year-round. Favorite activities include alpine and cross-country skiing, snowboarding, whitewater rafting, hiking and biking, and in the fall, horseback riding through dense yellow aspen groves on the mountain side.

About Aspen *(continued...)*

In the late 1940s, skiing arrived in Aspen as did modern day founders Walter and Elizabeth Paepcke. With a vision for the community that focused on Mind, Body and Spirit, the Paepckes helped Aspen begin a civic and cultural renaissance - one that continues to this day. There is an endless array of things to do and special events. No wonder Aspen is visited by people from all over the world.

Events

A season does not go by in Aspen without a community event to look forward to. Kicking the year off in style is Aspen's Winterskol™ celebration in January toasting winter with artistic snow sculptures, fireworks and even a Canine Fashion Show! Enjoy fine food and wine, then make plans to attend the annual FOOD & WINE Classic in Aspen every June. Featuring food, wine, and spirit superstars, Aspen becomes the top destination to discover the latest in culinary trends. And Aspen's Old Fashioned 4th of July Celebration takes patriots old and young back to a time when neighbors and new friends gathered to commemorate the founding of our country. Closing out the summer season, art enthusiasts will enjoy a variety of mediums created by nearly 175 artists in Aspen's spectacular summer mountain setting during the Aspen Arts Festival in July.

THE MOUNTAIN:

Aspen Mountain, with its famous black-diamond terrain, has kept Aspen on the map since 1947.

With breathtaking 360-degree views of the Maroon Bells and an abundance of expert terrain as well as groomed cruisers, it's no wonder Aspen Highlands has been the locals' favorite for over 50 years.

Buttermilk built its 50-year legacy on wide-open and gently rolling trails that cater to beginners and families. It has been voted #1 by Transworld Snowboarding Magazine Reader's Poll for best park and pipe.





The Position

In this newly created position, the **Director of Airport Operations, Safety and Security** is responsible for the daily operations of the Airport including: safety, construction and FAA FAR 139, CFR 1542, security, project management, tenant relations, division budgeting, and supervision of staff both airside and landside. Ensures compliance with FAA, TSA, EPA, FDA, environmental and security/safety related regulations. Directs and manages the terminal, landside, security, and safety divisions within the Department of Aviation. This position directs the development of terminal, landside, safety and security policies and procedures to enforce all FAA, DHS, TSA, and Airport Safety Management System Program, regulations and best practices in a public facility are sustained.

The Director of Airport Operations, Safety & Security:

- Manages, directs, plans and organizes all functions and responsibilities associated with the safe operation of the Airport's Airside/Landside/Security/Terminal operations and ground transportation sections.
- Is responsible for developing and managing budgets for the operations and security divisions.
- Mentors and leads staff to encourage staff development; prepares daily work schedules; hires, promotes, and implements disciplinary actions as appropriate.
- Develops annual and multi-year work plans and strategies to meet business needs of the functions.
- Recommends, develops, and implements Airport policies and procedures; consults with the Assistant Aviation Director and Aviation Director, Airport tenants, and airline representatives concerning such matters.
- Manages ongoing inspection of airfield operations and facilities to ensure compliance with the Airport Certification Manual under Federal Aviation Regulation (FAR) Part 139 and other applicable federal regulations; interprets and applies all information from FAA Advisory Circulars and Cert Alert. Manages all aspects of airport security ensuring compliance with 49 CFR Part 1542 and coordinates Airport Security Plan, Security Directive Amendments with law enforcement, paramedics and TSA. *(continued...)*

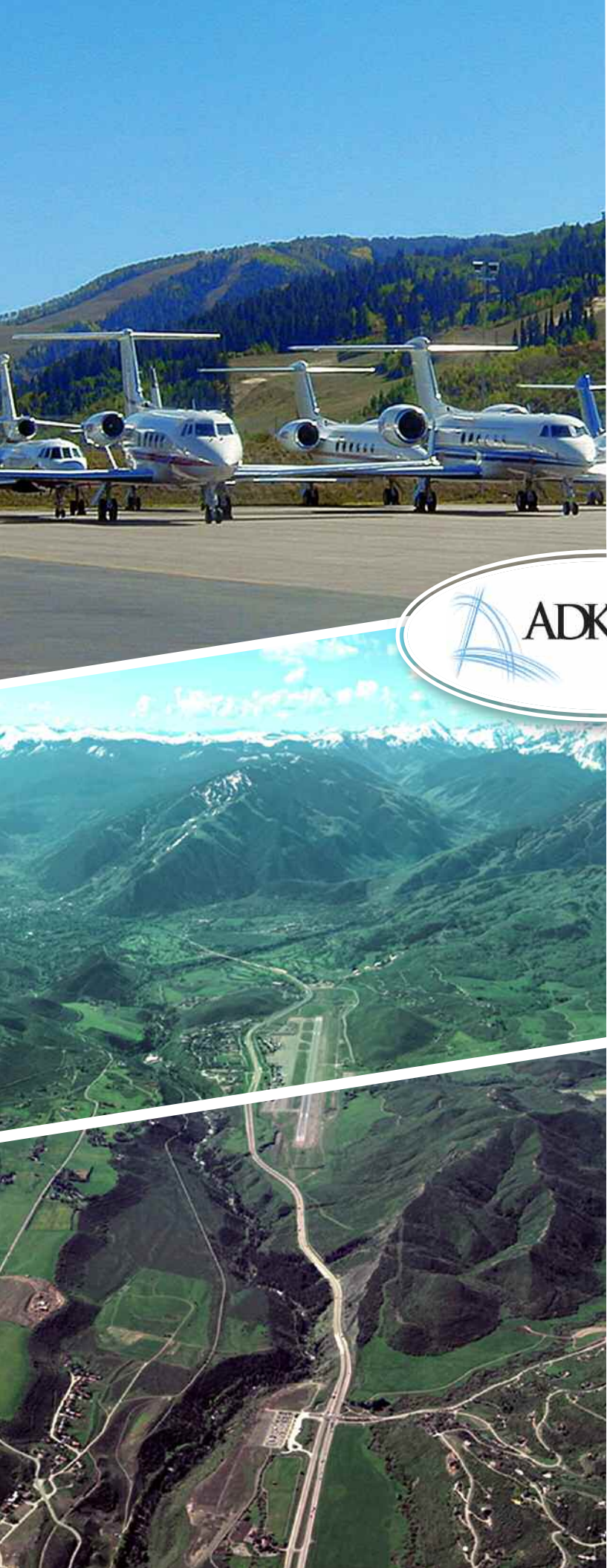


The Position *(continued...)*

- Ensures regulatory compliance through regular review, update, and adherence to various documents and manuals, including but not limited to: Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Storm Water Management Plan (SWMP), Spill Prevention and Counter Control Procedures (SPCC), Wildlife Hazard Management Plan (WHMP), Curfew, Noise Abatement Procedures, FAA-Form 5010, and Snow and Ice Control Plan (SICP).
- Acts as Incident Commander, on-scene, during emergencies and security related events; establishes unified command with fire, law enforcement or medical responders; participates fully in the Incident Command System.
- Coordinates plans for snow emergencies, stranded passengers, and other operational contingencies as they relate to the airside, landside, parking, and ground transportation and stakeholders. On-call for snow removal in compliance with snow and ice control plans; on-call for first responders for all Airport emergencies in compliance with TSA and FAA regulations.
- Acts as liaison between senior level Airport management and Airport users; maintains communication with FAA, air traffic control tower and certification inspectors, airlines, Airport tenants and others.
- Monitors current and future legislative actions and initiatives regarding the Department of Homeland Security, TSA, and Homeland Security Investigations.
- Directs the review and design of construction projects ensuring work meets program requirements and is consistent with the Airport Master Plan and FAA-approved Airport Layout Plan.
- Directs and implements training and exercise programs that meet federal, state, and local regulations to maintain Airport certification and avoid regulatory penalties.
- Supports the relationship between Pitkin County government and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

For a full job description, [click here](#).





Position Qualifications

Bachelor's Degree preferred; AND five years of progressively responsible experience in commercial service airport operations, security and facility maintenance and management; OR an equivalent combination of education, training, and experience.

Preferred Licenses or Certifications:

- AAAE Basic and Advanced ASOS.
- ICS Certifications (100, 200, NIMS 300, 700, 800).
- AAAE ACE Security.
 - USDA Wildlife.
 - FAA/139 ARFF 40-Hour Certification.
 - Class B Commercial Colorado Driver's License.

A valid Colorado Driver's License and acceptable Motor Vehicle Record are required.

Salary & Compensation

The starting salary range for this position is \$102,988 - \$125,595 with an attractive benefits package.

How to Apply:

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

Deadline for applications is Friday, November 9, 2018

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