

# Rock Springs-Sweetwater County Airport

## Rock Springs, Wyoming (RKS)

**The Rock Springs-Sweetwater County Airport Board  
Invites Applications for Airport Manager**



*Executive Search Services Provided by ADK Consulting & Executive Search*



## THE AIRPORT –

The Rock Springs - Sweetwater County Airport, a commercial and general aviation airport serving Southwest Wyoming, is located 7 miles east of Rock Springs in Sweetwater County, Wyoming. It is owned by Sweetwater County and the city of Rock Springs. Rock Springs is a town of roughly 23,000 people, while Sweetwater County has a little more than 40,000 people.

The Sweetwater County Airport Board has five members. Three members are appointed by the Board of Sweetwater County Commissioners and two members are appointed by the City of Rock Springs. The airport covers 1,242 acres at an elevation of 6,765 feet. It has two asphalt runways: 9/27 is 10,000 by 150 feet and 3/21 is 5,228 by 75 feet.

The operating expense budget for the year 2014/2015 is \$2,665,882 and the capital budget is \$1,137,611. For calendar year ending 2013, there were a total of 24,287 enplanements and 14,235 total operations. The airport has 9 employees.

**Capital improvements recently completed or underway include:**

- Update Airport Master Plan
- Construct Parallel Taxiway “D” and “F”
- Rehabilitate Runway 3/21
- Rehabilitate Runway 9/27
- Acquire Aircraft Rescue Firefighting Vehicle and Auxiliary Equipment
- New Airport Water Infrastructure



## THE COMMUNITY

Sweetwater County is home to 10,500 square miles of pure, high desert adventure. You'll find something for everyone, from hiking, biking, fishing, golfing, sightseeing, hunting dinosaurs, shopping, or just plain getting away from it all.

Sweetwater County is the perfect place to explore American history. Petroglyphs on White Mountain preserve the pictorial language of the prehistoric people from our region. Also, still carved into the earth are the wagon wheel ruts of the pioneer trails. Find out much more about the rich history and unforgettable treasures left behind.

Eat at one of the many fine-dining establishments. View wild horses in their natural habitat. Shop for unique gifts. Explore the history of the West at the Historical Museums.

An outdoor lover's paradise, Rock Springs is just three hours from Salt Lake City. The nearby Green River and Flaming Gorge National Recreation Area in Sweetwater County earned the city a spot on Livability.com's Top 10 Awesome Water Cities list. Home of Wyoming's Big Show and several rodeo events, the city also has a thriving energy industry that is a major contributor to their growing job market.

Rock Springs is the largest city in Sweetwater County, and has a diverse citizen population with more than 23,000 residents. The mighty railroad continues to have a major presence in Sweetwater County, with mining being its major industry.

The spring for which the town was named eventually dried up due to mining operations. However, Rock Springs owes its growth and development to the coal mining industry. It was coal mined from Rock Springs that the Union Pacific Railroad used to power their steam engines. During the summer and fall of 1868, hundreds of miles of rail were laid across Sweetwater County for the Union Pacific Railroad. Once completed, the railroad helped existing towns thrive, as well as establish new ones across the county.

The city's rich cultural heritage is celebrated each summer on International Day, a festival where the foods, costumes, and traditions of residents' ancestors are recreated and enjoyed at Bunning Park in downtown Rock Springs.

**Sports and Recreation** - Rock Springs has many opportunities for people who enjoy sports and recreation, including school and youth sports, public parks and places for biking and walking.



## THE COMMUNITY *(continued)*

Lake Flaming Gorge combines the size and grandeur of Lake Powell with a solitude and tranquility that is increasingly rare in the Lower 48 states. It is for this reason that it has become a haven for boaters seeking an authentically Western on-the-water escape. Trophy-sized trout, especially large lake trout, reward anglers year-round.

At the Sweetwater Events Complex and Speedway, from motocross to stock cars to a full-contact demolition derby, nearly every weekend is packed with motor-driven excitement. Several signature events at the Sweetwater Speedway, located in the Sweetwater Events Complex, include BMX Races, Stock Car Racing and Moto-Cross Racing. Stock car races are scheduled every weekend in June, July and August. Racers vie for the track championship in late August.

**Entertainment** - Every year during July, August, and September the city holds a county fair called Wyoming's Big Show. The event includes theme park rides, booths, restaurants and live entertainment. Rodeos have been a staple of the fair and famous performers are sometimes a part of the entertainment. Rock Springs also hosts several festivals throughout the year, including the International Festival (to honor the city's nickname), the Blues and Brews Festival, the Wyoming Chocolate Festival and the Rod and Rails Festival.

**Arts & Culture** – Sweetwater County is the perfect place to explore American history. Petroglyphs on White Mountain preserve the pictorial language of the prehistoric people from our region. Also, still carved into the earth are the wagon wheel ruts of the pioneer trails. Find out much more about the rich history and unforgettable treasures left behind.

The Community Fine Arts Center in Rock Springs is a unique collaboration of the City of Rock Springs, Sweetwater County and the local School District # 1. Due to this cooperation, residents and visitors alike can enjoy this "cultural oasis" in southwest Wyoming's high desert country. The CFAC offers a permanent collection and changing displays of fine art as well as a year round schedule of performing arts programs.

Looking for a better understanding of the pioneer and mining history of Wyoming? Look no further than the **Rock Springs Historical Museum**, an in-depth local museum that houses many different exhibits on life in a western coal town. Housed in the original Rock Springs City Hall — a dramatic and stately sandstone-brick building originally built in 1894 — the museum rotates exhibits regularly, making each visitor a new odyssey for patrons.

Discover the rich cultural heritage of southwestern Wyoming at the **Sweetwater County Historical Museum** in Green River. Established in 1967 to preserve and present the history of Sweetwater County, the museum is housed in a 1931 post office building.



## THE POSITION

The Airport Manager 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 the 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 Airport Manager:**

- 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.
- 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.



## COMPENSATION & BENEFITS

The starting salary range for this position is \$72,000 - \$85,000 commensurate with experience and includes an excellent benefits package.

## HOW TO APPLY

A. Please submit, in PDF format, a cover letter, resume, and a minimum of five professional references. The references should be diversified and include at least one individual for whom you have worked directly, and one individual who has reported directly to you. Include their contact information (email and telephone number) and specify your working relationship with each of your references. Send to ADK Executive Search at: [RKS@adkexecutivesearch.com](mailto:RKS@adkexecutivesearch.com)

B. Your submission should include a separate supplement, in PDF format, with responses to the following:

1. Describe the 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 RKS.
2. Why do you feel that this position with the Rock Springs - Sweetwater County 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: Sunday, Feb. 1, 2015

Only complete electronic submissions will be considered.

Email questions to [RKS@adkexecutivesearch.com](mailto:RKS@adkexecutivesearch.com)