



TELLURIDE[™]
REGIONAL AIRPORT

The Telluride Regional Airport Authority invites applications for
Airport/FBO Manager

Telluride Regional Airport (TEX)

Telluride, Colorado

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

Telluride Regional Airport (TEX) with a runway altitude of 9,070 feet MSL is the highest airport in North America with commercial service in light of the fact that, after a two-year hiatus, Great Lakes Airlines resumed daily flights to and from Denver in December 2016. TEX is a fully certificated Part 139 airport.

Opened in 1984, TEX is owned and operated by the Telluride Regional Airport Authority (TRAA) and governed by a nine-member Board appointed by the region's three local governments: San Miguel County, the Town of Telluride and the Town of Mountain Village, each of which appoint 3 Board members plus an alternate. Board members serve four-year terms.

The Airport owns and operates the sole FBO at TEX and finances its operations entirely from fuel sales, hangar and facilities rentals, landing fees and aircraft services. It receives no local government funding. TEX's 2016 operating budget is \$3.7 million. The 2016 capital budget is close to \$4 million. In 2017 capital improvement projects include a federally funded \$6 million aircraft apron reconstruction and pavement upgrade to begin in April. Also in April, the FBO terminal will be renovated and expanded, and the commercial terminal will be refurbished.

The airport operates with a staff of twelve made up of the airport manager, an administrative assistant, a line service manager, six line personnel and two customer service representatives.

In 2015 TEX saw 8,990 aircraft operations of which approximately 70% were jets or turboprops. Two aircraft charter companies operate from TEX along with 38 based aircraft and several ground transportation firms.

Telluride Regional Airport's one 7111' x 100' runway is aligned east/west (9/27) and is served by four instrument approaches, one of which can be used by category C aircraft. The airport encompasses 542 acres including 62,000 square feet of aircraft storage made up of five separate hangar facilities: three four-unit hangars, one three unit hangar and one large conventional hangar adjacent to the terminal building. The three unit hangar and the large conventional hangar are owned by the airport. The other hangars are privately owned on airport ground-leases.





The Community

The Telluride Regional Airport serves the Town of Telluride, the town of Mountain Village and surrounding unincorporated San Miguel County.

Located in a dramatic box canyon surrounded by 13,000 to 14,000 foot peaks the Town of Telluride (2015 population 2,399) is noted for incredible alpine skiing, summers of outdoor activities, cultural events and spectacular natural beauty. Not far from where the first mining claim in the area was filed in 1875, Telluride displays its heritage with colorful Victorian houses, a preserved main street lined with clapboard and brick storefronts and even the building where Butch Cassidy robbed his first bank.

In contrast to the mining character of the Town of Telluride, Mountain Village (population 1,395) has the atmosphere of a European-style resort. Incorporated in 1995 and located above the Town of Telluride at 9,545 feet, Mountain Village offers a variety of outdoor recreation ranging from downhill skiing, snowshoeing and alpine skiing in the winter to golf, hiking and bicycling in the summer.

Telluride

The Community *(continued)*

Linking Telluride and Mountain Village is a free gondola that takes 13 minutes to go from one town to the other, and takes passengers through some of the most spectacular mountain scenery in North America.

While best known as a ski resort-- rated the #1 Ski Resort in North America by Conde Nast readers— there is no place quite like the Telluride Region in the summer and fall.

Kids float through town on inner tubes, cyclists and hikers head off in every direction, and people wander the galleries and shops, or park themselves on the benches and watch the bustle of daily activity flow past.

When it comes to raising a family the Telluride Region is hard to beat. Not only are there great recreational opportunities for every age, the Telluride School District ranks 5th in the State of Colorado, based on standardized test scores. Kids can wander safely in town and on mountain trails.





The Position

Under the Telluride Regional Airport Authority (TRAA) direction, the Airport/FBO Manager serves as the chief administrative and executive officer to implement TRAA's policies and directives; he or she will plan, direct and coordinate the work of all administrative, line and staff personnel and airport operations. The position includes oversight of all aspects of the FBO including customer relations, line operations, fuel sales, hangar leasing, marketing, new business development, quality control, human resources, and environmental and safety compliance.

The Airport/FBO Manager is a senior executive management position, subject only to policy direction, with the freedom to plan, organize and direct activities and set priorities and objectives on an organization-wide basis. The Airport/FBO Manager shall be responsible for the planning, development, administration and operational direction of the Telluride Regional Airport.

The Airport/FBO Manager:

- Works with the Board to develop and maintain long and short-range planning initiatives; assists in the formulation and execution of policies to achieve the objectives of the Board.
- Establishes a culture of safety and quality line services, security, customer service, facility maintenance and environmental sustainability.
- Develops and monitors the airport operating and capital budgets; reviews and analyzes the activity of revenue and expense accounts; makes recommendations regarding financial matters; implements appropriate cost recovery or expense reduction policies to achieve and maintain the Airport's strong financial health.
- Ensures practices and procedures are adopted to maintain compliance with all federal, state and local regulations including airport certification and compliance with grant assurances.
- Negotiates and executes contracts, leases and various agreements with individuals and public and private sector organizations in conjunction with airport attorney, when appropriate, with approval from the Board.



Airport/FBO Manager: *(continued...)*

- Actively engages with local governments, tourism partners, businesses and civic organizations, and communicates with the public about airport operations, finances and goals.
- Monitors market conditions, industry trends and identifies growth and service opportunities.
- Develops and leads strategies for the marketing and promotion of the airport.

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

Position Preferences

Experience: Five (5) years of increasing responsible experience in airport administration that demonstrates administrative ability and leadership qualities. Has strong knowledge of FAA regulations and programs. Direct experience in the establishment, implementation and maintenance of airport facilities, related policies and procedures is desirable. A minimum of three years of supervisory experience is preferred. Fixed base operator management experience is a plus.

Education: Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Airport Administration or a closely related field is preferred.

Salary & Compensation

The starting salary range for this position is \$120,000 – \$145,000 DOE with an excellent benefit package. Relocation is negotiable.

How to Apply:

A. Please submit, both a **cover letter and résumé. We require your files to be submitted as PDF documents.** We prefer that you send both your cover letter and resume as one combined document. *Please do not send your cover letter in the body of an email.* Send your **PDF** files to ADK Executive Search at: TEX@adkexecutivesearch.com

B. Please complete the ADK employment application form at: [ADK Application Form](#) *(this is a secure link)*

Filing Deadline: Open Until Filled

Only complete electronic submissions will be considered.

Email questions to: TEX@adkexecutivesearch.com

