

Napa County invites applications for
Airport Manager

Napa County Airport (KAPC)
Napa, California

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Airport Information

The Napa County Airport (KAPC) is owned by Napa County and operated by the Airport Division of the Public Works Department. The Airport has provided general aviation services to the region for 75 years and is designed and operated for corporate executives, charter and cargo flights, and private aircraft owners. Located in the Napa Valley approximately 5 miles south of the City of Napa, the Napa County Airport is the “Skyport to the Wine Country,” offering a world-class wine-growing region, renowned wineries, top-ranked restaurants, luxurious spas, and pristine golf courses.

The Federal Aviation Administration (FAA) has designated the Napa County Airport as a National Category airport in the National Plan of Integrated Airport Systems. The Airport actively participates and receives grants from the Federal and State Airport Improvement Program (AIP) and is served daily by a Control Tower owned and operated by the FAA. The Napa County Airport has approximately 173 based aircraft and supports approximately 160 aircraft operations per day. There are 183 aircraft hangars and 95 tie-down spaces, and the Airport maintains an active waiting list for hangars with significant interest in additional corporate hangars to support based aircraft needs. REACH Air Medical Services and California Highway Patrol are current tenants, providing emergency and medical transport services through fixed-wing and helicopter operations. CalFire’s contracted CH-47 Helicopter is based at the Airport seasonally for regional emergency response.

Atlantic Aviation is a full-service fixed-base operator (FBO) located at the Napa Airport that provides aircraft fuel, charter services, flight training, maintenance and repair, aircraft sales and acquisition, and concierge services. Napa County is in the process of seeking a second FBO and anticipates extensive FBO development of new terminals, hangars, and ramp space over the next 5 years. By supporting two FBOs, the County hopes to improve and expand services, as well as increase competition on the airfield, benefiting all users of the Airport.

Napa County Airport prides itself on an excellent maintenance and operational safety record. Though not a part-139 Airport, we ensure State and Federal regulation compliance with SWPPP and WHMP. The Airport Division is supported by eight full-time staff members and has a FY 2021-22 operating budget of \$4.1 million.



Community Information

Located in the heart of California's preeminent wine region and one of the most beautiful valleys in the state, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. Encompassing 789 square miles, Napa County is home to over 140,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Most residents live in one of the County's five incorporated cities or town. The City of Napa is the County seat and the most populous city, followed by the City of American Canyon. The Napa Airport is nestled between these two cities.

The vast majority of land within the County is unincorporated and devoted to picturesque vineyards, farms, ranches, and forestland, providing the area with a great deal of open space. Just east of the Napa Valley, Lake Berryessa is one of the largest bodies of fresh water in California. It offers boating as well as quiet coves for kayaking, swimming, and fishing. Napa Valley's temperate year-round Mediterranean climate allows residents and visitors the opportunity to take full advantage of the numerous recreational pursuits available in the immediate area, including golfing, fishing, hiking, cycling, boating, and horseback riding. Of course, Napa Valley is also synonymous with world-class restaurants, destination resorts, and some of the world's most famous wineries.

The County's economy has always had a strong agricultural base and has a substantial presence in the wine industry. Major industries located within the County's boundaries include grape growing, wine production, and manufacturing of wine industry-related products. The State of California also has a significant economic presence due to a major mental health facility that provides employment to over 2,000 healthcare professionals and staff. Two elementary school districts and three unified school districts provide education in the County. Higher education is available through Napa Valley College and Pacific Union College.

With its strategic location, natural and cultural resources, history of responsible land use planning, and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

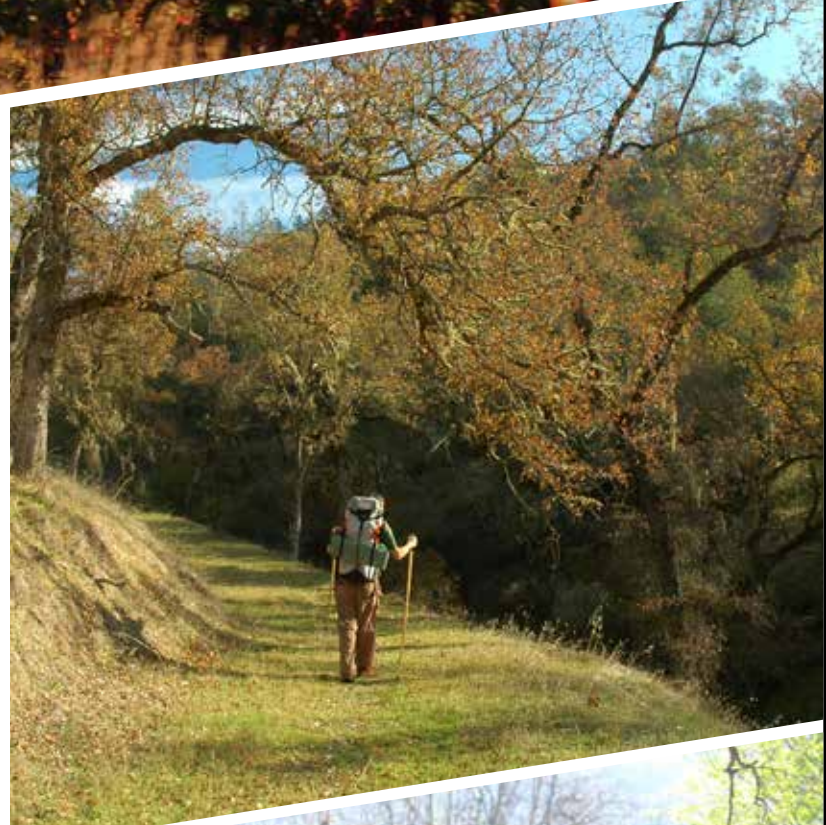


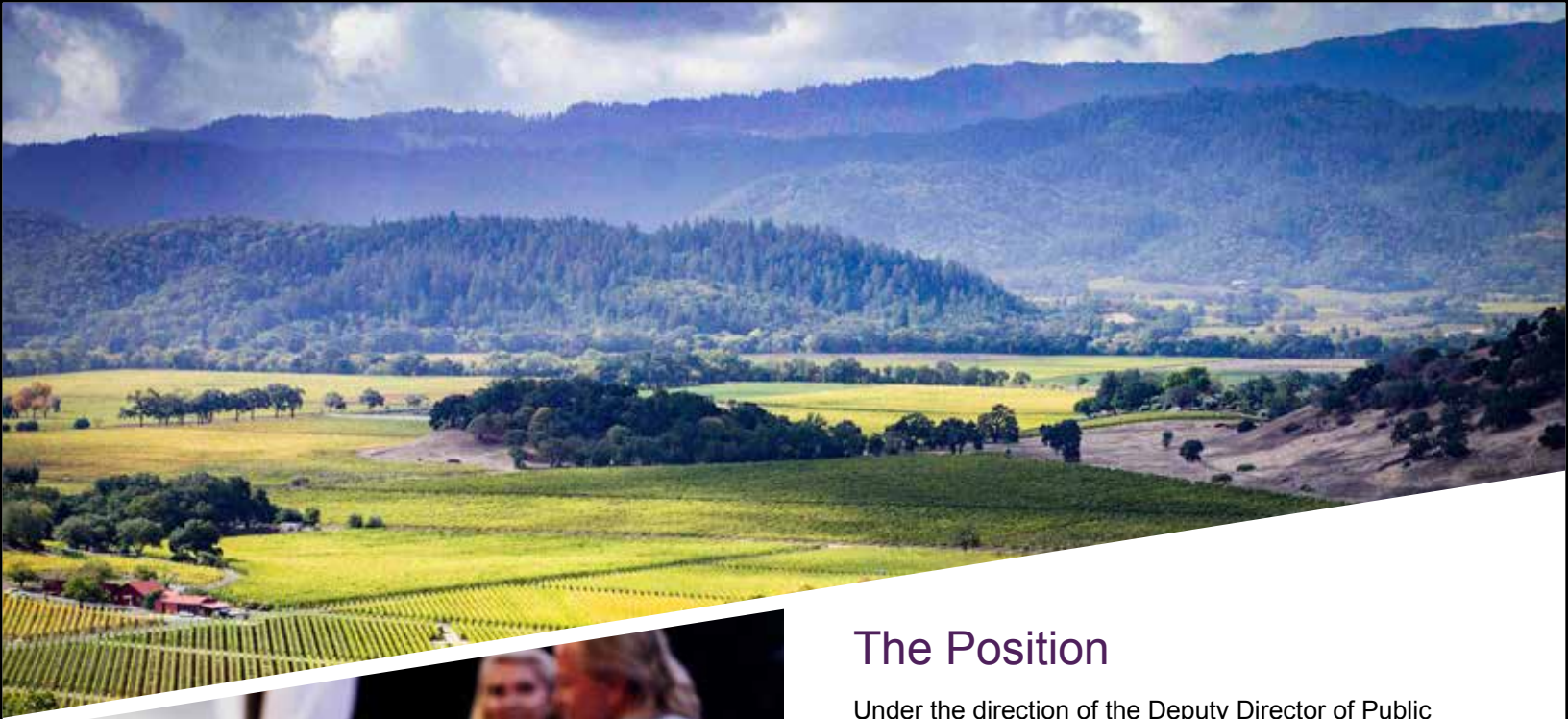
County Government

Napa County is governed by a five-member Board of Supervisors who appoint a County Executive Officer to provide overall management for the County's operations, including day-to-day supervision of the County's appointed department heads. The County has a budget of over \$530 million, with a General Fund budget of approximately \$217 million. The County's over 1,300 employees provide services to the public through 18 departments; five managed by elected department heads, and 13 appointed by the Board of Supervisors based on the recommendations of the County Executive Officer. As an organization, the County is dedicated to reflecting the best of the community's values: integrity, accountability and service, preservation of agriculture and the environment, and providing leadership and services to advance the health, safety and economic well-being of current and future generations



A Tradition of Stewardship
A Commitment to Service





The Position

Under the direction of the Deputy Director of Public Works, the Airport Manager directs, supervises and coordinates the activities of Napa Airport. Daily activities include a variety of maintenance and development tasks needed for the Airport to remain operational, including coordinating activities with other divisions, departments and outside agencies. The Airport Manager also provides support to the Director of Public Works.

The Airport Manager is responsible for the overall management of the Napa Airport. Responsibilities include development and implementation of the Airport's objectives, supporting programs, processes, policies and procedures to achieve its goals. He or she is also responsible for budget development, control and administration. The Manager plans, directs, coordinates and reviews the work for staff; assigns work, projects and programs; reviews and evaluates work and provides feedback. He or she selects, trains, and evaluates personnel, provides training and/or corrective action as warranted. The Manager supervises development and administration of the Airport's annual budget, including researching and preparing applications for grant funding opportunities; ensures federal and state requirements for grant funding are met and administers grants and loans; recommends additional aviation services; proposes airport improvements, new development and develops, recommends and administers a fee schedule for airport users; and establishes, interprets and directs the enforcement of airport operating rules. He or she serves as liaison between the Airport, other County divisions; provides support to the Airport Advisory Commission; and represents the Airport on associated boards, commissions and committees.

The Ideal Candidate

The Ideal Candidate for this position will have a 4-year degree from an accredited college or university with major coursework in airport management, business administration, public administration or a related field, and at least 6 years' airport operations, property, administrative or business management experience, including administrative and supervisory experience. The Ideal Candidate would also be an Accredited Airport Executive (A.A.E.) or certification as an Airport Certified Employee. He or she must have a valid driver's license. Additionally, the Ideal Candidate must have knowledge of the operational characteristics, services and activities of a general aviation airport; the principles and practices of aviation administration, including the principles and practices of program development and administration; methods and techniques of efficient airport operations; principles and practices of budget preparation and administration, property management, service operation and facility maintenance; and applicable codes, laws and regulations; principles, practices and terminology related to lease and contract administration; the preparation of leases, contracts and charges; and aviation practices and procedures.

Salary and Compensation

The salary range for this position is \$120,972 - \$147,014. A starting salary above the mid-point is achievable for the exceptional candidate and will be dependent upon experience. KAPC offers an attractive benefits package and will assist with relocation costs. Details on the benefits offered can be found [here](#).

How to Apply

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

Deadline for applications: June 26, 2022

Contact for this search is:

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Please note: After your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: admin@adkexecutivesearch.com.

