



**COLORADO SPRINGS
AIRPORT**

The Colorado Springs Airport, an enterprise department of
the City of Colorado Springs, invites applications for

Assistant Director of Business & Administration

Colorado Springs Airport (COS)
Colorado Springs, CO

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



The Airport

The Colorado Springs Airport (COS) is a city-owned, public-use commercial Airport located in the heart of Colorado and serves as the primary Airport for the Pikes Peak Region and Southern Colorado. The 3-runway Airport is the second largest in the state with nearly 128,000 aircraft operations and 2.4 million total passengers annually. The Airport serves as the first impression for thousands of visitors, giving them a breathtaking view of Pikes Peak and a taste of Colorado hospitality. In addition, COS is a major catalyst for the economic growth and vitality of the region, playing a significant role in bringing new business, conventions, and tourism to the area. The Airport is comprised of four distinct business centers that span nearly 7,700 acres of land. These business centers include commercial aviation, corporate and general aviation, military aviation, and the 2,200-acre non-aeronautical business park, Peak Innovation Park, that together make up one of the most unique airports in the country.

Commercial Aviation

Designated as a small hub Airport, the 12-gate terminal facility has scheduled air service on six carriers to 10 year-round nonstop destinations and multiple seasonal routes, with worldwide destinations easily accessible from COS. The Airport has a robust air service incentive program and low airline operating costs. These efforts have led to a doubling of air service since 2015. COS is aggressive in its pursuit of air service and continues to grow to meet the demands of the traveling public in a fast-growing community.

The Airport *(continued)*

Corporate and General Aviation

Located on the west side of the Airport is a thriving corporate and general aviation economy. In the last few years, COS has seen the completion of several new hangars and a new FBO terminal facility, as well as a state-of-the-art US Forest Service Aerial Firefighting Base. COS continues to aggressively pursue property and business development on the west side through key strategic initiatives, with the City and County currently offering several incentives for aeronautical businesses that build or expand at the Airport.

Military Aviation

Peterson Space Force Base (PSFB), the Airport's largest tenant, is located on the north end of the airfield. As an in-kind exchange, PSFB provides 24/7 aircraft rescue and firefighting services for the entire Airport. COS also owns and operates a military rapid deployment ramp known as the Arrival/Departure Airfield Control Group (A/DACG) which is utilized by both PSFB and the Army's Fort Carson for the rapid deployment of troops and military cargo around the world.

Peak Innovation Park

The Airport's 2200-acre mixed-use non-aeronautical business park is intended to provide land for the development of a high-quality business environment to serve the City of Colorado Springs. The park currently has five major tenants: The Aerospace Corporation and Northrop Grumman, each located on individual 15-acre parcels, the 76-acre A/DACG military complex, Flywheel Capital (a tech office building) and Amazon, with three major facilities, including a 3.73-million-square-foot fulfillment center. With more than \$50 million in infrastructure recently constructed in the park, a Marriott hotel under construction and additional facilities in negotiation, Peak Innovation Park is truly "taking off."

Location

COS is conveniently located near Interstate 25, providing quick and easy access to some of the nation's most remarkable landmarks and outdoor recreation including the top-rated park in the United States, Garden of the Gods Park, and America's Mountain, Pikes Peak. Downtown Colorado Springs Hotels and other attractions are all within 12 miles of the Airport.





About Colorado Springs

You'll find no shortage of things to do in Colorado Springs, where the adventures range from mild to wild! Whether you're looking for outdoor thrills, or educational and cultural activities, things to do in Colorado Springs are limitless.

Colorado Springs is the most populous city of El Paso County, Colorado. It is located just east of the geographic center of the state and 61 miles south of Denver. At 6,035 feet, the city sits over one mile above sea level, though some areas of the city are significantly higher. Colorado Springs is situated near the base of America's Mountain, Pikes Peak, at the eastern edge of the southern Rocky Mountains.

With an estimated population exceeding 480,000, it is the second most populous city in the state of Colorado and the 39th in the country, while the Colorado Springs Metropolitan Statistical Area had an estimated population of 765,424.

Colorado Springs has been consistently named by US News and World Report as one of the best places to live and one of the most desirable cities in the United States. Most recently, the city was named as a top ten Most Caring City in America by a WalletHub study, which focused on how the city takes care of the community, the vulnerable and the workforce. Veterans are a huge part of the Colorado Springs Community, and recently Extra Space Storage named Colorado Springs as the second best place for veterans and retired military to live.



Colorado Springs (*continued*)

With a dry, sunny climate and mild year-round temperatures, Colorado Springs and the Pikes Peak region are the perfect places if you love the outdoors. Colorado Springs activities and attractions are for the young and the young at heart. From whitewater rafting to Segway rides to leisurely strolls through the Garden of the Gods, Colorado Springs outdoor activities boast a variety of activity levels to suit all kinds of outdoor enthusiasts. If you enjoy hiking, biking, taking a walk in the cool mountain air, or horseback riding, Colorado Springs offers over 350 miles of scenic trails ranging from easy to challenging. Whether you want to commune with nature, go fishing, get an adrenaline rush on the Arkansas River, or just slow down and bask in the sun, there are Colorado Springs activities that will be the perfect fit for you.

With the city located at the base of the Rocky Mountains and its many trails and parks, Colorado Springs is popular with locals and tourists who appreciate scenery, rock formations and other unique geological features like Pikes Peak, Garden of the Gods Park, Seven Falls, and Cave of the Winds.

Colorado Springs is home to the United States Olympic and Paralympic Training Center and the headquarters of the United States Olympic and Paralympic Committee. In addition, twenty-six different United States national governing bodies for individual and team Olympic sports, including sports like US Hockey, US Basketball, US Volleyball, and US Cycling make their homes in Colorado Springs. The state-of-the-art United States Olympic and Paralympic Museum also call Colorado Springs home, truly earning Colorado Springs the moniker, Olympic City USA.

Arts & Culture

Colorado Springs is also home to a variety of cultural, educational, and historical attractions including the United States Air Force Academy, Peterson Air and Space Museum, Cheyenne Mountain Heritage Center, the Cheyenne Mountain Zoo, the Colorado Springs Fine Arts Center, the Colorado Springs Pioneers Museum, and the American Numismatic Association Money Museum.

There's always something happening in Colorado Springs! Make sure you don't miss any of the amazing Colorado Springs events and festivals throughout the city. Colorado Springs is an artists' haven, and it's easy to see why. From mystery dinner shows and comedy clubs to orchestras and fine art displays, Colorado Springs has a great selection of art and performances to keep everyone entertained. Locals and tourists take time to delight in farmers markets, the Labor Day Liftoff Hot Air Balloon Festival, the Pikes Peak or Bust PRCA Rodeo, and more.





Colorado Springs (*continued*)

Dining & Entertainment

The wide range of exquisite restaurants in Colorado Springs ranges from high-end sophistication and superb elegance to rustic outdoor suppers, great wood-fired pizza, and casual sidewalk cafés.

Colorado Springs restaurants also make outdoor patio dining a relaxing and inviting experience. During the warm months, you'll be happy to see casual and family restaurants all over town opening their doors and setting out tables and chairs for al fresco dinners. In the winter, cozy up near the fireplaces you'll find at many international and special occasion restaurants around town.

The unique atmosphere of Colorado Springs restaurants doesn't quit after dessert is served, because there's no shortage of nightlife. With great clubs and concerts, and night spots ranging from dive bars to opulent wine tasting rooms, some places even serve up delicious food until the wee hours of the morning. If you're a sports fan, you'll find no shortage of athletics in Colorado Springs from Weidner Field, home of the Switchbacks FC and concerts during the offseason, Robson Arena where the Colorado College Tigers Hockey team play or UC Health Park, where you can enjoy The Rocky Mountain Vibes, an independent baseball team of the Pioneer League, an MLB Partner League.

The city is home to several military installations including the United States Air Force Academy (USAFA). USAFA welcomes cadets every year and soon a brand-new welcome center will welcome cadets, families, and visitors alike to the Academy.

If music is more your style, the new Sunset outdoor Amphitheater in Colorado Springs will attract a variety of musicians and performers and is set to open in August of 2024. <https://sunsetamphitheater.live/>

Whatever your taste or style, restaurants in Colorado Springs are the perfect place to have fun and eat well!

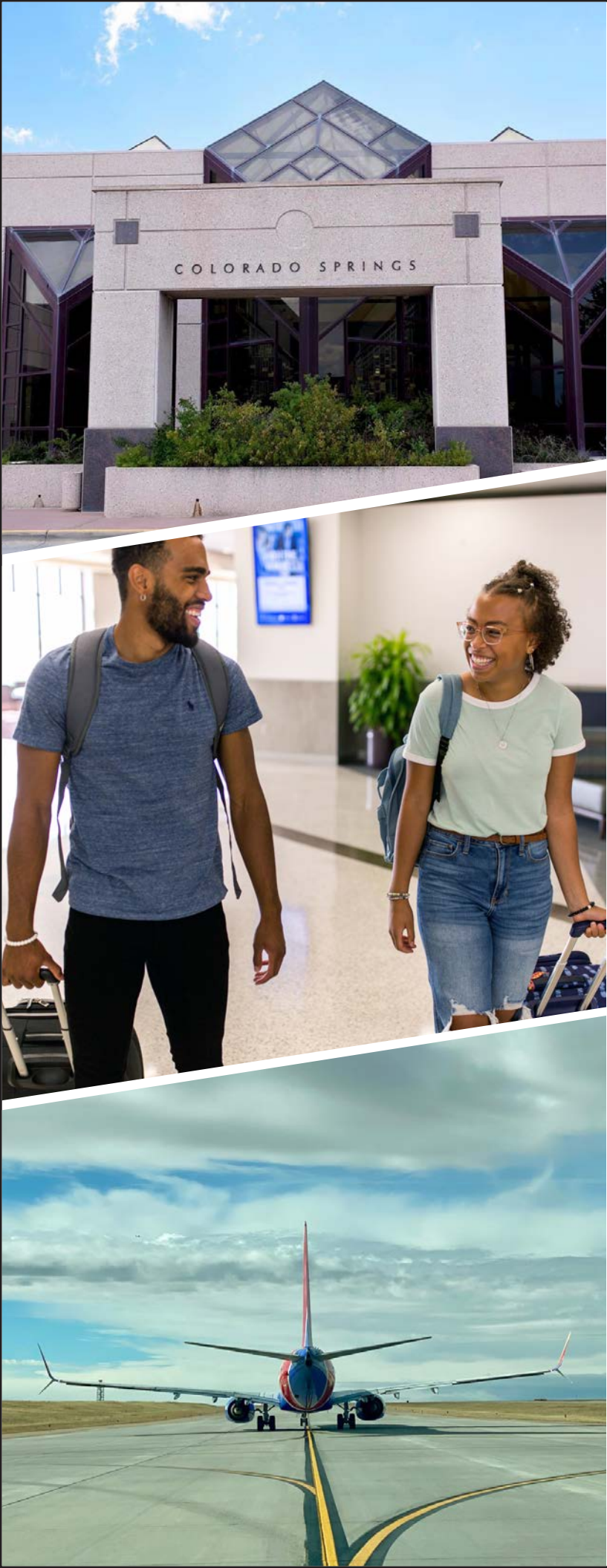


The Position

The Assistant Director of Business & Administration plays a crucial role in overseeing the Business and Finance Division, encompassing Design & Construction, Marketing & Communications, Air Service Development, and Finance & Properties. This leadership position involves strategic planning, organization, and management of day-to-day and developmental activities at the Airport. The Assistant Director effectively communicates divisional goals to staff, business partners, and stakeholders, assuming the role of the Director of Aviation in their absence. Other duties include:

- Direct and lead the Business and Finance Division, managing diverse areas such as Design & Construction, Marketing & Communications, Air Service Development, and Finance & Properties.
- Collaborate in the development of the annual budget, forecasting funds for capital projects, staffing, equipment, and supplies.
- Ensure compliance with environmental laws, rules, and regulations within the airport setting.
- Manage the Capital Improvement Program, overseeing the construction of facilities, runways, taxiways, and infrastructure.
- Supervise the air service and concession business program development, emphasizing “world-class” customer service for Airport staff, tenants, and customers while addressing sensitive issues.
- Develop and manage marketing and advertising programs to enhance the Airport’s visibility and impact.
- Represent the City and Airport in meetings with stakeholders, including tenants and prospective tenants.
- Serve as the Airport’s liaison with City departments and external agencies, coordinating activities with federal and state officials and representatives.
- Conduct organizational and operational studies, providing recommendations for changes and improvements to programs, policies, and procedures.
- Respond to inquiries and address difficult and complex complaints to ensure optimal customer satisfaction.





Preferred Education and Experience

- A 4-year degree from an accredited college or university, with a preference for a degree in public or business administration, aviation, or a related field of study. An equivalent combination of experience and training will be considered.
- 10 years of professional experience in aviation, airport management, or related fields.
- 5 years of administrative, supervisory, and leadership experience.
- Certified or Accredited by AAEE or Accredited USAP by ACI-NA.

This dynamic role demands a professional with a strong background in airport management, strategic planning, and leadership. The Assistant Director of Business & Administration will contribute to the Airport's success by fostering operational excellence and ensuring compliance with industry standards.

Salary and Benefits

The starting salary range for this position is \$139,181 - \$194,987 with an attractive benefits package: [Total Rewards, 2024 Benefit Guide](#). A starting salary above the mid-point is achievable for the exceptional candidate and will be dependent upon experience.

How To Apply

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

Deadline for applications: April 7, 2024

The 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.

The City of Colorado Springs is an equal opportunity employer.

