



# **The Aspen/Pitkin County Airport-ASE Aspen, Colorado**

**The Aspen/Pitkin County Airport Invites  
Applications for Aviation Director**



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





## THE AIRPORT

The Aspen/Pitkin County Airport (ASE) is located in Pitkin County, CO near Aspen. Walter Paepcke and John Spachner founded the airport as a privately owned, public use gravel landing strip in 1946. Today, the airport is owned by Pitkin County and operated by the Pitkin County Board of County Commissioners (BOCC) under the supervision of the Aviation Director and the County Manager's Office.

With local attractions such as the Maroon Bells, Independence Pass, 4 ski areas and the Aspen Institute, the community and its airport is a center for resort and business activity. ASE is a busy commercial service airport as well as a center for general aviation and corporate aircraft activity. In this role, the airport is one of the most important transportation infrastructure components supporting the area's economy. No other commercial service airport in North America is located closer to a major ski area than is ASE.

The airport has several key projects underway including a Terminal Environmental Assessment and a multi-phase Air Service Study. Regarding current construction, the airport is in the second year of a two (2) year extensive pavement maintenance project and replacement of a ramp wash. Operated by a staff of 39 full and part-time employees, ASE has an operating budget for 2014 of \$8.4 million dollars and a capital budget of \$8.3 million. Enplanements in 2013 were nearly 209,000 and annual operations were over 35,000.

Significant operators at the airport include three airlines: United, American and Delta with United providing year-round service. There is also one Fixed Base Operator, four rental car companies and an FAA air traffic control tower.





## ABOUT ASPEN

Aspen is a place that famous songwriters have immortalized in their music, countless photographers have attempted to capture every season and breathtaking view, and artists have continued to share their vision for over a century.

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 famous name boutiques. To Aspen's credit, the city has closely guarded 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. Favorites include winter skiing, cross-country and snowboarding, spring whitewater rafting, summer hiking and biking, and fall horseback riding through dense yellow aspen groves on the mountain side.

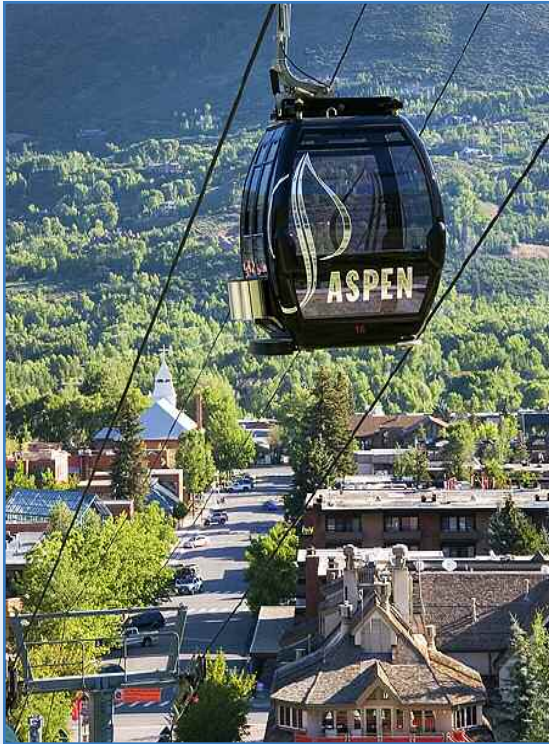
In the late 1940s, skiing arrived in Aspen as did modern day founders Walter and Elizabeth Paepcke. With a vision for the community that focused on Mind, Body and Spirit, the Paepckes helped Aspen begin a civic and cultural renaissance - one that continues to this day. There is an endless array of things 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 Wintersköl™ 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 Fashion Fourth of July Celebration brings 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.

For more information, please click on the [Aspen Chamber's annual events](#) here.





## THE MOUNTAINS: SNOWMASS, ASPEN MOUNTAIN, ASPEN HIGHLANDS, AND BUTTERMILK

With one lift ticket, locals and tourists enjoy the variety of four mountains with over 5,300 acres.

- At 4,406 vertical feet, **Snowmass** has the most vertical feet in the country.
- **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.



## IMPORTANT LINKS TO EXPLORE

[Aspen Airport](#)  
[Aspen Pitkin](#)  
[Aspen Chamber](#)  
[Aspen Snowmass](#)  
[Wheeler Opera House](#)  
[Aspen Music Festival](#)  
[Jazz Aspen Snowmass](#)  
[Aspen Art Museum](#)  
[Aspen Santa Fe Ballet](#)  
[Food & Wine](#)  
[Aspen Snowmass – On Mountain](#)



## THE POSITION

The Aviation Director is responsible for long-term planning and direction of day-to-day operations of the Aspen/Pitkin County Airport (ASE) to ensure safe, efficient and sustainable airport operations. He/she represents the airport before private and public organizations, boards, commissions, and agencies; establishes positive relations with news media and aviation industry to effect and maintain the best possible public relations, provides leadership and oversight for airport staff and is a member of the Pitkin County leadership team.

### **The Aspen/Pitkin County Aviation Director:**

- Ensures compliance with federal, State and local laws, ordinances and regulations pertaining to the operation of the airport.
- Maintains extensive involvement with the community, along with State, City, Town(s) stakeholders and local officials to identify airport issues and, to the greatest extent possible, creative solutions to address them.
- Develops and maintains the master/financial planning and management of the airport and ensures the efficient, effective and sustainable expenditure of funds.
- Oversees all financial affairs of the airport including planning and forecasting and that the financial status of the airport is properly reported; directs the use of grants and other sources of funding to meet the capital and operational needs of the airport; oversees budget preparation and administration through prudent management and strategic planning.
- Oversees all business affairs for the airport including negotiation of concession and tenant leases, administration of vendor contracts, and management of insurance needs.
- Prepares, implements, and manages operating and capital budgets, formulating short- and long-range capital improvement programs in accordance with County, State, and Federal regulations/requirements.
- Manages all airport operations in accordance with the approved annual operating and capital budgets and subject to appropriate City, State and Federal regulations and requirements.
- Inspects and surveys airport facilities and coordinates plans for major construction, maintenance and repair with consulting engineers, architects, contractors and FAA, including major work on runways, taxiways, lighting, terminal and other building facilities.
- Oversees the design, development, and maintenance of airport facilities; directs land acquisition, environmental regulatory compliance, noise control, airport improvements, and related functions and activities.
- Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with citizen groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.
- Works with stakeholders to promote commercial airline activity including the addition of flights and new routes.
- Promotes the use of new approach and departure procedures that improve safety and reliability of the facility.





## THE POSITION *(continued)*

### The Successful Candidate will have knowledge of:

- Principles and practices of public commercial service airport management, operations and administration.
- FAA regulations, policies and practices applicable to public use commercial service airports in the United States.
- GASB, OMB and FAA airport accounting standards and principles.
- DHS and TSA Aviation Security Regulations, directives, practices and policies.
- Fundamentals of airport budgeting, financial planning and establishment of airport rates and charges.
- Principles and practices of airport development, service delivery, and maintenance.
- Land use, physical design, demographic, environmental, and socioeconomic concepts as applied to airport planning and operations processes.
- Applicable laws, codes, and regulations relating to the design and operation of airports.
- Techniques for representing the airport and the county in meetings and negotiations with a wide variety of individuals and groups.
- Property management techniques and tenant relationships.
- Laws, rules and regulations applying to the use of airport facilities and control of air traffic
- Principles and practices of mediation, negotiation, and conflict resolution.
- Standard record keeping practices relating to airport activities, general and cost accounting practices
- Administrative principles and practices including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.

### The Ideal Candidate will have:

- A Bachelor's Degree from an accredited four-year college or university in Aviation Management, Public Administration, Business Administration, Engineering, or a related field of study.
- 10+ years of progressively responsible airport operations and management experience. Experience must include both airfield and landside operations, maintenance, and security as well as capital planning and implementation or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- A.A.E accreditation, or within twelve (12) months of hire.
- A private pilot's license or higher is preferred, but not required.



## SALARY & BENEFITS

The starting salary range for this position is \$120,000 - \$136,000 with an excellent benefit package including relocation assistance.

## HOW TO APPLY

A. Please submit, in PDF format, a cover letter, resume, and a minimum of five professional references. The references should include those who have worked for you and those you have worked for. Include your working relationship to them. Send to ADK Executive Search at: [ASE@adkexecutivesearch.com](mailto:ASE@adkexecutivesearch.com).



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

1. What is the size of 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 ASE, a mountain resort airport with a county governance structure.
2. Why do you feel that this position at Aspen/Pitkin County Airport is right for you at this time in your career?

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

Only complete electronic submissions will be considered.



Filing deadline is Sunday, September 21, 2014.

Questions? Email them to [ASE@adkexecutivesearch.com](mailto:ASE@adkexecutivesearch.com) attention Annell Kuelpman.

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### PHOTOS & INFORMATION COURTESY OF:

Aspen/Pitkin County Airport  
City of Aspen/Pitkin County  
Aspen Chamber  
[www.aspensnowmass.com](http://www.aspensnowmass.com)