Jackson Hole Airport
Jackson Hole, Wyoming

The Jackson Hole Airport Board Invites Applications for Airport Director



JACKSON HOLE AIRPORT / JAC

Executive Search Services Provided by ADK Executive Search





The Airport

The Jackson Hole Airport (JAC) is located at the base of the spectacular Teton mountain range. JAC is the only commercial airport in the United States situated entirely within a national park, in this case, Grand Teton National Park. The airport provides stunning views to travelers flying into the area.

The airport is seven miles north of the central business district of Jackson. It is the largest airport in Wyoming and is owned by the Jackson Hole Airport Board, whose members are appointed by town and county officials. The Jackson Hole Airport Board's vision and mission encompass all the components that need to come together for the airport to run smoothly. The Board employs a staff, which is headed by the Airport Director, to run the day to day operations of the airport and to ensure compliance with various Federal Aviation Regulations.

Many air travelers headed to Grand Teton National Park or nearby Yellowstone National Park and western Wyoming go through the Jackson Hole Airport. A major $30 million terminal expansion was completed in 2012. The new design blends with the unique surroundings of the national park and Jackson Hole preservation area. The American Institute of Architects (AIA) named the Gensler-designed Jackson Hole Airport Terminal Expansion and Renovation a recipient of the 2014 AIA Institute Honor Awards for Architecture.

The airport has 9 gates and covers an area of 533 acres. It contains one runway designated 1/19 with a 6,300 x 150 ft. (1,920 x 46 m) asphalt pavement. For the 12-month period ending December 31, 2013, the airport had 23,541 aircraft operations and 296,369 enplanements. JAC's 98 employees (75 FTEs) which includes the airport's contract to manage the TSA operation, oversee an operations budget for the current fiscal year of approximately $7 million and a capital improvement budget of nearly $17 million.

Along with the full terminal expansion and remodel that was completed in December of 2012, recent capital improvements include a Glycol Recapture Pad completed in 2012, Paved Safety Area completed in 2011 and the installation of runway centerline lights, runway distance remaining signs, runway visual range system and new airfield lighting equipment building completed in 2012. Currently underway is a Wastewater Treatment Plant to replace onsite septic and leach fields in anticipation of constructing a new rental car Quick Turn Around facility, and relocating/expanding the parking lots. Also underway is a terminal expansion and remodel for inbound baggage, screening checkpoint, and new airline baggage service offices with anticipated completion in the Fall of 2014 at an estimated cost of $20.5 million.



The airport is home to a local FBO, Jackson Hole Aviation, as well as a bookstore run by the Grand Teton Natural History Association, several car rental agencies and various ground transportation providers. The Jackson Hole Airport is serviced by Alaska Airlines, American Airlines, Delta Air Lines, Frontier Airlines, SkyWest Airlines and United Airlines seasonally. These airlines provide direct service to Denver, Salt Lake City, Dallas/Ft. Worth, Minneapolis, Chicago, Newark, Atlanta, San Francisco, Seattle, Houston, and Los Angeles.









The Region

Jackson Hole is a vibrant region where the Old West meets the New West. Cowboys and entrepreneurs sit shoulder to shoulder at their favorite watering holes and families find adventures on the ski slopes and in Yellowstone and Grand Teton National parks. A cosmopolitan community with the small town character of Jackson makes the area an ideal location for businesses and pleasure.

Jackson Hole is forty-eight miles long and eight to fifteen miles wide with the Snake River meandering through. Its elevation of 6,779 feet above sea level at its north end slopes downward about seven hundred feet to its southern tip. The Grand Teton, highest of the peaks, is 13,770 above sea level. Grand Teton National Park occupies much of the valley, encompassing 485 square miles. Native wildlife includes moose, mule deer, pronghorn antelope, elk, grizzly and black bears, bison, and trumpeter swans.

Mountain men were enticed to explore this part of the Oregon Territory after members of the Lewis and Clark Expedition skirted it in the early 19th century; they were first to document the region. Jackson Hole is named for David E. Jackson, an early partner in the Rocky Mountain Fur Company.

The town at the southern end of the valley was called Jackson's Hole until the modern ZIP code system forced the name change to Jackson. Eventually, settlers came to enjoy the seclusion and beauty here. The creation of public lands changed the valley's character and landscape by fostering, in part, the decline of ranching and spurring interest in the area as a tourist destination. Almost 97 percent of Teton County is public land, making private real estate and housing valuable.

Jackson Hole still experiences tremendous pressure to grow and develop. Tourism remains the most important industry here, as millions of tourists from all over the world come for the scenery, wildlife, recreation, and geographic features. Sustainable tourism has become a focus for businesses and nonprofit organizations as the impact on the fragile landscape and our small community are realized. The relationship between people, environment, and wildlife continues to define Jackson Hole. As times change, the Jackson Hole region strives to preserve a respectful connection to the land that makes it famous.









Culture & Community

Jackson Hole is one of the top art markets in the country, celebrated by the annual Jackson Hole Fall Arts Festival presented by the Jackson Hole Chamber of Commerce. Celebrating its 30th anniversary in 2014, the festival features The Jackson Hole Fall Arts Festival; widely recognized as one of the premier cultural events in the Rocky Mountain West. Thousands of art enthusiasts are drawn each year to experience the diverse artwork and breathtaking natural surroundings that make Jackson Hole a leading cultural center. The 2014 Festival will take place September 3-14.

Philanthropy is a key value of the community of Jackson Hole, exhibited most clearly by Old Bill's Fun Run for Charities, presented by the Community Foundation of Jackson Hole. Old Bill's Fun Run for Charities is the most innovative fundraiser in the nation. Over the past seventeen years, the event has helped local charities raise over $100 million and has touched the lives of thousands. Those dollars have helped house homeless pets, feed the hungry, teach our children and protect Jackson's natural beauty. In 2013, the Community Foundation set a goal of raising $9 million, bringing that lifetime total up to $100 million. Together, our community raised an incredible $9,809,404.

Recreation – Teton County, Wyoming is home to three ski areas, Grand Targhee Resort in Alta, Jackson Hole Mountain Resort in Teton Village, and Snow King Resort in the town of Jackson. Jackson Hole Mountain Resort topped SKI Magazine's 2014 list as the #1 Resort in North America, a singular distinction. Other popular activities include snowmobiling, Nordic skiing, snowshoeing, and more. Winter fun is quickly replaced in the spring with summer activities such as hiking, biking, climbing, fly fishing, river rafting, and more!

Awards & Accolades

Six hotels and two restaurants in Jackson Hole earned the 2014 Four or Five Diamond Rating: Teton Mountain Lodge and Spa, Wort Hotel, Four Seasons Resort, Hotel Terra, Snake River Lodge & Spa, Rusty Parrot Lodge & Spa, Wild Sage at the Rusty Parrot Lodge & Spa, and Westbank Grill. Jackson Hole Mountain Resort was named the 2014 #1 Resort in North America by SKI Magazine.









Top Employers in Jackson Hole

WINTER

Jackson Hole Mountain Resort
St John's Medical Center
Teton County School District
Grand Targhee Resort
Four Seasons Resort Jackson Hole
Teton County Government
Terra Resort Group
Snow King Resort
Xanterra Parks and Resorts/ Yellowstone
Town of Jackson

SUMMER

Jackson Hole Mountain Resort
Xanterra Parks and Resorts/ Yellowstone
Grand Teton Lodging Company
St John's Medical Center
Grand Teton National Park
Four Seasons Resort Jackson Hole
Teton County Government
Terra Resort Group
Snow King Resort
Grand Targhee

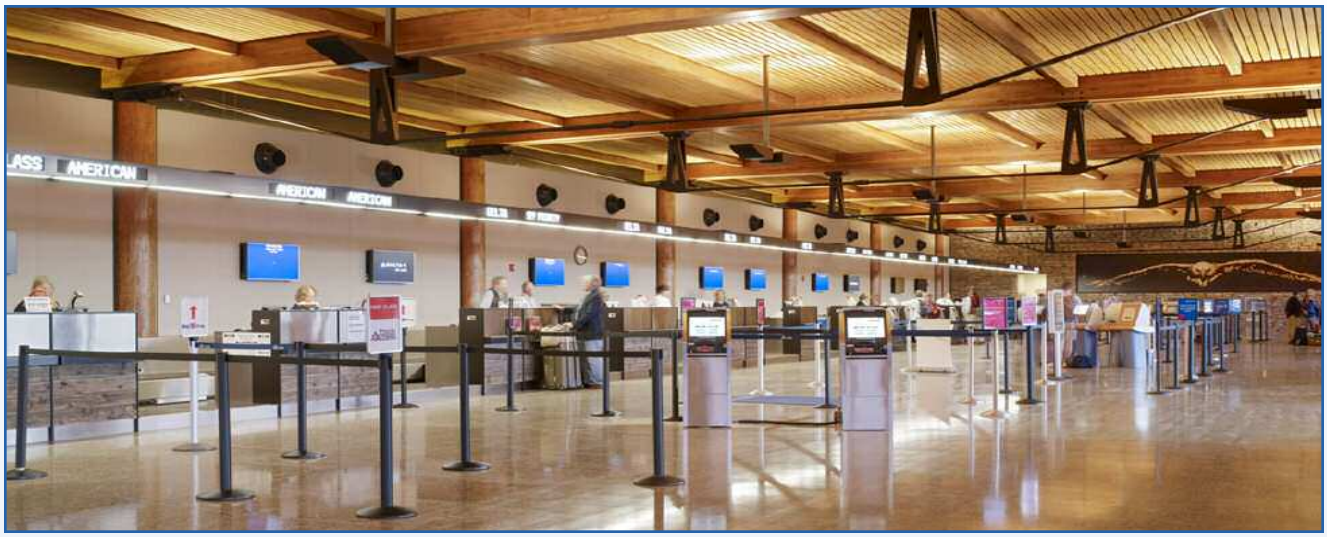
Helpful Links

Jackson Hole Airport

Jackson Hole Chamber of Commerce

Jackson Hole Tourist Info

Jackson Hole Travel & Tourism







Job Description

The Airport Director is responsible to the Board of Directors for day to day operations at JAC. He/she is also responsible as a tenant within the Grand Teton National Park. As such, the Airport Director must build and maintain an exceptional relationship with Park management and abide by park rules and regulations. General areas of responsibility include but are not limited to:

Aircraft Operations: The Airport Director will ensure that aircraft ground and air operating procedures are developed and reasonably monitored and enforced to provide for safe and efficient operating conditions. Aircraft operating areas of concern include the following:

- Air and ground movement of aircraft.
- Communications facilities, air carrier and general aviation operations and procedures
- Ground vehicle operating procedures
- Emergency and disaster planning

Airfield Maintenance: The Airport Director will ensure that the airport is maintained in a safe operating condition and preserved in a good state of repair. The Airport Director will monitor the condition of the airfield in its entirety including all grounds leased for airport operations. The Airport Director will make arrangements for special winter maintenance requirements to ensure that the airfield can be safely used during that season.

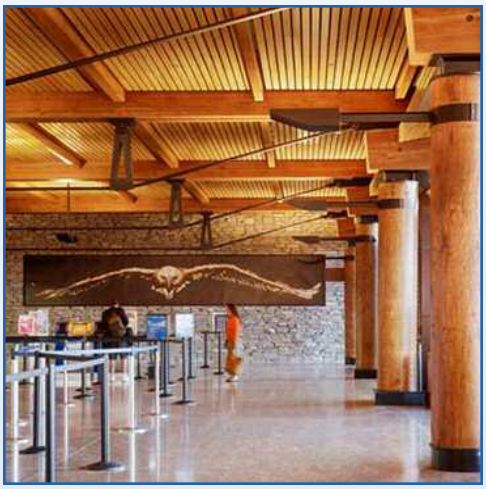
Supervision of Lessee Activities: The Airport Director will supervise and coordinate the activities of the airport lessees to provide high quality service to the public.

The Ideal Candidate

The Ideal Candidate for Airport Director will be a top notch administrator, manager, and communicator. In this capacity, the Airport Director will:

- Possess superior written and oral communication skills.
- Be responsible for hiring, discharge, training, utilization and supervision of the airport's personnel.
- Maintain a working knowledge of requirements for airport operations prescribed by directives of the FAA, Wyoming Aeronautics Commission, the Jackson Hole Airport Board and other government agencies having jurisdiction in airport functions.
- Prepare and submit reports required by aeronautical agencies.
- Take action to meet and maintain airport certification requirements of the FAA.
- Prepare and maintain essential Jackson Hole Airport policy directives, operating procedures and agreements.
- Coordinate proposed airport construction projects.
- Conduct public relations activities.
- Determine future equipment and facility requirements.
- Prepare and submit proposed budgets to the Board.







Job Requirements

To be considered, candidates must have a Bachelor's Degree in Airport Management, Business Administration, Public Administration or a related field, five years of executive-level aviation management experience preferably at a commercial service airport, and a minimum of ten years of progressively responsible experience in an aviation-related management position. A Master's degree is a plus. You will have demonstrated extensive and varied aviation administration and operations experience with strong staff leadership skills having an emphasis on operations and financial management, successful oversight of FAA, TSA, and state relationships, and an enviable track record in community relations. A.A.E. or IAP accreditation is desirable.

Salary and Benefits

Salary range is $150,000-$180,000.
Relocation and housing allowances are negotiable

How to Apply

A. Please submit, in PDF format, a cover letter, resume and at least five professional references with phone and email address, including your working relationship to them, to ADK Executive Search at: JAC@adkexecutivesearch.com.

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

1. Describe your experience in aviation and within your community. Include information such as the operating and capital budgets, staff composition, business partners and stakeholder relationships and your most significant contribution to those conditions and culture.
2. The Jackson Hole airport is uniquely situated in a national park as a tenant, it is operated by a Board of Directors that are stakeholders in the community, and the Board is appointed by town and county officials. Describe the skill sets you bring to this position that prepares you to work with and among these disparate groups.
3. Describe your airport operating experience in working in severe weather conditions similar to those experienced at JAC in the winter.
4. Why is the position of Airport Director at Jackson Hole Airport right for you and why are you the best individual for the position?

C. Please complete the ADK employment application form *(This is a secure link.)*
Only complete electronic submissions will be considered.

Filing Deadline is April 28, 2014.
Email Questions to: JAC@adkexecutivesearch.com Attention: Doug Kuelpman