

Director of Operations

This position oversees the day-to-day operations of Cheyenne Regional Airport (CYS) under guidance from the Airport Director. Assisted by Airport Operations and Maintenance staff, the Director of Operations is responsible for the day-to-day safety, security, regulatory compliance and efficient operation of the airport through FAR 139, TSAR 1540 & 1542 and assists preparation of the Airport budget and revenue calculations. Assistance in CIP formulation, Construction Project Management, Winter Operations, NOTAM management, ASC duties and FAR 139 Training. Responsible for AEP, ACM, ASP & SICP.

EDUCATION & EXPERIENCE: Bachelor's in Aviation Management, Business Administration or closely related field plus five-years' experience in airport operations and maintenance. Certified Member (C.M.) of AAAE is strongly desired, or ability to acquire within 2 years of hire. *SALARY RANGE \$52,000 - \$70,000/Annually *Starting salary depends on experience and qualifications. For full job description, please visit the following: http://www.cheyenneairport.com/about_employment.asp

Application Instructions: Submit a one (1) page cover letter and resume to geichstadt@cheyenneairport.com.

The Cheyenne Regional Airport has an exciting opportunity for a Director of Operations at a fast paced Airport with a diverse variety of aeronautical tenants and users. This position oversees the Airport Operations and Maintenance Department with a staff of 6 full time employees. In addition to regular duties associated with the position, it also offers wide exposure and education to numerous other Airport Administrative functions and is perfect for someone who is preparing to become an Airport Director in the future. Revenue management, facility leasing, insurance requirements, fleet management, Irregular Operations (IROPS) coordination, business development, and air service development are additional areas of exposure.

CORE RESPONSIBILITIES

- Compliance with 14 CFR 139 including operations personnel training & maintaining the Airport Certification Manual (ACM)
- Responsible for annual FAA certification inspection
- Oversight of 6 full time employees including Maintenance Director
- Capital Improvement Planning with Federal & State agencies
- AIP Construction Project Management
- Business development – alternative revenue source generation
- Lease & property administration of over 100 leases, including contract negotiation
- Maintain and exercise the Airport Emergency Plan (AEP)
- Maintain and exercise Airport Security Plan (ASP) and maintain Airport Security Coordinator (ASC) certificate

- Irregular Operations (IROPS) coordination & planning
- Operation of heavy equipment during snow removal events
- Runway condition reporting & NOTAM issuance
- Various other duties performed under 14 CFR 139
- Assistance in formulation of \$5 million operating budget

ABOUT CYS AIRPORT

The Airport has scheduled commercial service including multiple charter operations. Additionally, CYS serves as a primary diversion airport for Denver International Airport and experiences over 100+ diverted flights per year as well as a myriad of military air traffic. The Airport is home to the 153rd Air Lift Wing of the Wyoming Air National Guard. There is a full time ARFF unit capable of providing Index D services, and an Air Traffic Control Tower. Additionally, the Airport has a full complement of snow removal and airfield maintenance equipment necessary to meet the requirements of FAR 139. In addition to operating the Airport, CYS also owns and maintains a variety of off-site property including office buildings, law enforcement facilities and a business park. Lastly, the Airport is operated as a Joint Powers Board in close cooperation with City and County leadership.