**Sheridan County, Wyoming**

**Invites Applications For Airport Manager**

Sheridan County, Wyoming is seeking an Airport Manager for the Sheridan County Airport (SHR). The Airport Manager is wholly responsible for planning, directing, and managing all activities of the Airport. The Manager administers the budget, directs and provides guidance to staff and ensures all physical facilities of the Airport are developed and maintained in good working order. He or she is the public face of the Airport and is responsible for the development and implementation of Airport goals, priorities and objectives, as well as policies, in concert with the Board of County Commissioners (BOCC). The Manager enforces all Federal Aviation Administration (FAA) and Airport Minimum Standard rules and regulations, as well as performs Aircraft Rescue and Firefighting (ARFF) duties. He or she works with the BOCC to develop short- and long-range plans and goals and ensure those plans are integrated with those of the County. The Manager prepares grant requests for submittal to the FAA and Wyoming Department of Transportation and other funding sources.

He or she also prepares the annual budget including the capital improvements budget, passenger facility charges fund, bond repayment fund, investments of reserves, directs the forecast of additional funds and the preparation of budget adjustments as needed. The Manager negotiates and prepares lease agreements and contracts with airport tenants and recommends approval to the BOCC. He or she monitors the activities of consultants including scopes of work, cost evaluations, design and specification review. He or she also manages construction projects and inspects the work of contractors to ensure compliance with contract and project specifications. The Manager also lobbies and present airport issues to State and Federal legislators, attends and participates in staff meetings, workshops, and conferences.

**The Ideal Candidate**

The Airport Manager will have at least 7 or more years’ experience working at a Part 139 airport, with progressively responsible managerial and supervisory experience. Experience should include management of an airport facility similar to SHR. A 4-year degree in Aviation Management, Business or Public Administration or a related area is also desired. An equivalent combination of experience, education and training may also be considered. Possession or ability to obtain an ARFF certification per Part 139, an Emergency Medical Responder Certification and a valid State of Wyoming driver’s license upon employment is also desired.

**Salary & Benefits**

The starting salary range for this position is $81,973 - $115,800 with an attractive range of benefits. For instructions on how to apply, please [**click here**](https://adkexecutivesearch.com/wp-content/uploads/2022/08/SHR-Airport-Manager.pdf) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Filing Deadline: October 23, 2022**