



Recruitment Profile

# Deputy Airport Director

**Revised  
Position Description**

**JOB LOCATION**

Aspen, CO



# The Community

## Greater Roaring Fork Valley

### The Roaring Fork Valley

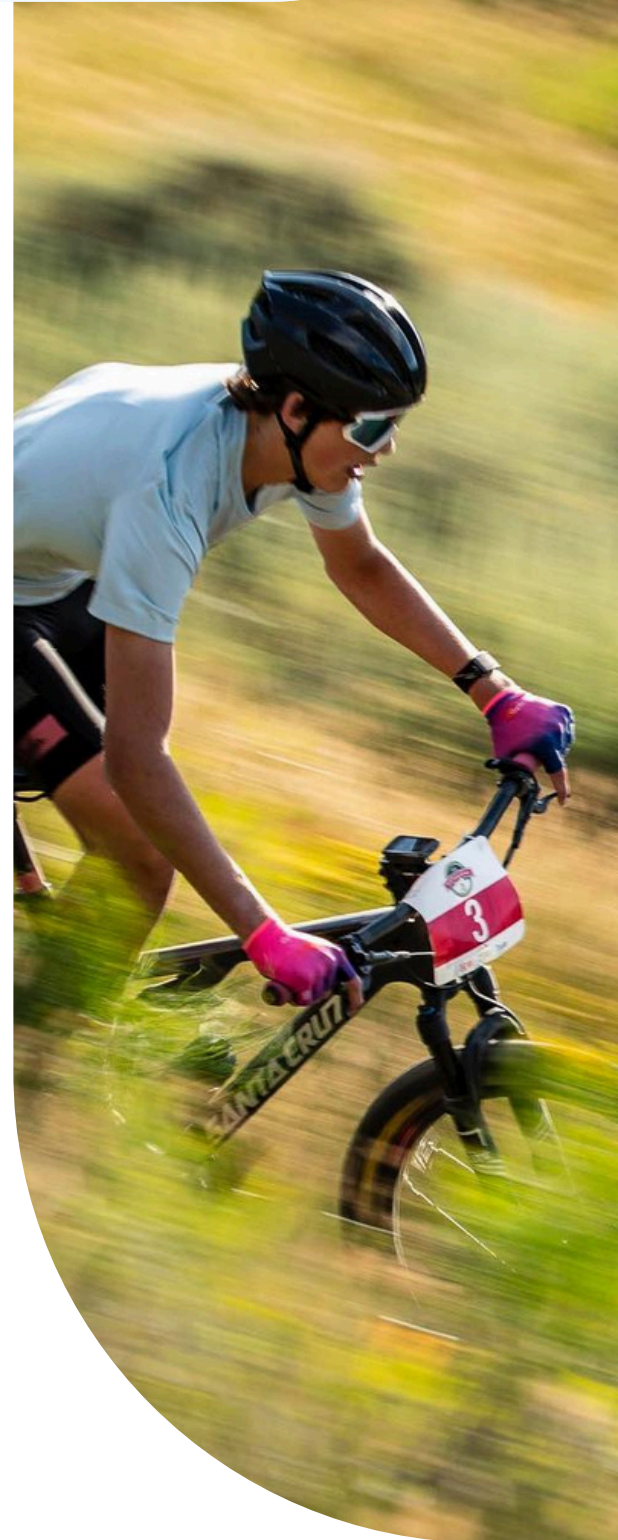
*Where Work, Life, and Nature Connect*

Nestled in the heart of Colorado’s Rocky Mountains, the **Roaring Fork Valley** stretches across **Pitkin, Eagle, and Garfield Counties**, offering a rare blend of scenic beauty, outdoor adventure, and vibrant community life. From the peaks of Aspen to the rivers of Glenwood Springs, the region unites diverse towns and lifestyles under one shared value: a deep respect for nature and an active, balanced way of life.

### A Connected Mountain Region

At the center of the valley lies **Aspen**, the county seat of Pitkin County and an internationally recognized destination known for its cultural sophistication, mountain charm, and year-round recreation. With a resident population of about 17,000 that swells to nearly 50,000 during peak seasons, Aspen thrives as a hub for tourism, innovation, and outdoor living. Just a few miles away, **Snowmass Village** complements Aspen with family-friendly neighborhoods, expansive trails, and world-class ski slopes.

The region is rich in outdoor opportunities—**hiking, biking, kayaking, fly fishing, rock climbing, golfing, and skiing**—all within minutes of home. Landmarks like **Maroon Bells**, the **Elk Mountains**, and **Independence Pass** inspire both residents and visitors, while the **John Denver Sanctuary and Roaring Fork River** showcase the community’s enduring commitment to preserving its natural beauty.



# The Community

## Education, Innovation, & Livability

The Roaring Fork Valley offers strong **educational opportunities**, from high-performing public schools and innovative charter programs to access to **Colorado Mountain College**, one of the nation's most scenic higher education systems. The region attracts professionals, educators, artists, and entrepreneurs drawn to its forward-thinking culture and high quality of life.

Housing options vary across the valley: while Aspen and Snowmass offer luxury mountain living, nearby communities such as **Basalt, El Jebel, Carbondale, and Glenwood Springs** provide more affordable housing options and an easy commute—typically 30 to 45 minutes—to Aspen/Pitkin County Airport..

## A Culture of Environmental Leadership

The Roaring Fork Valley is recognized statewide for its **commitment to sustainability**. Local governments and residents actively pursue **green building initiatives, renewable energy use, and conservation programs** that protect the valley's pristine environment for future generations. The emphasis on eco-conscious living extends into public policy, community design, and even local business operations.

## Pitkin County Government

**Pitkin County** is a vibrant and forward-thinking community known for its breathtaking scenery, environmental leadership, and progressive governance. With Aspen as its county seat, Pitkin County serves it's year-round residents, along with thousands of seasonal visitors, through a range of high-quality public services. The County operates under a **commission-manager form of government, with five elected County Commissioners** providing policy direction and a professional County Manager overseeing day-to-day operations. Guided by a strong commitment to sustainability, innovation, and civic engagement, Pitkin County delivers services that protect natural resources, enhance community well-being, and promote a high quality of life. Joining the Pitkin County team means contributing to an organization that values integrity, collaboration, and excellence in serving one of the most remarkable mountain communities in the nation.



# The Organization

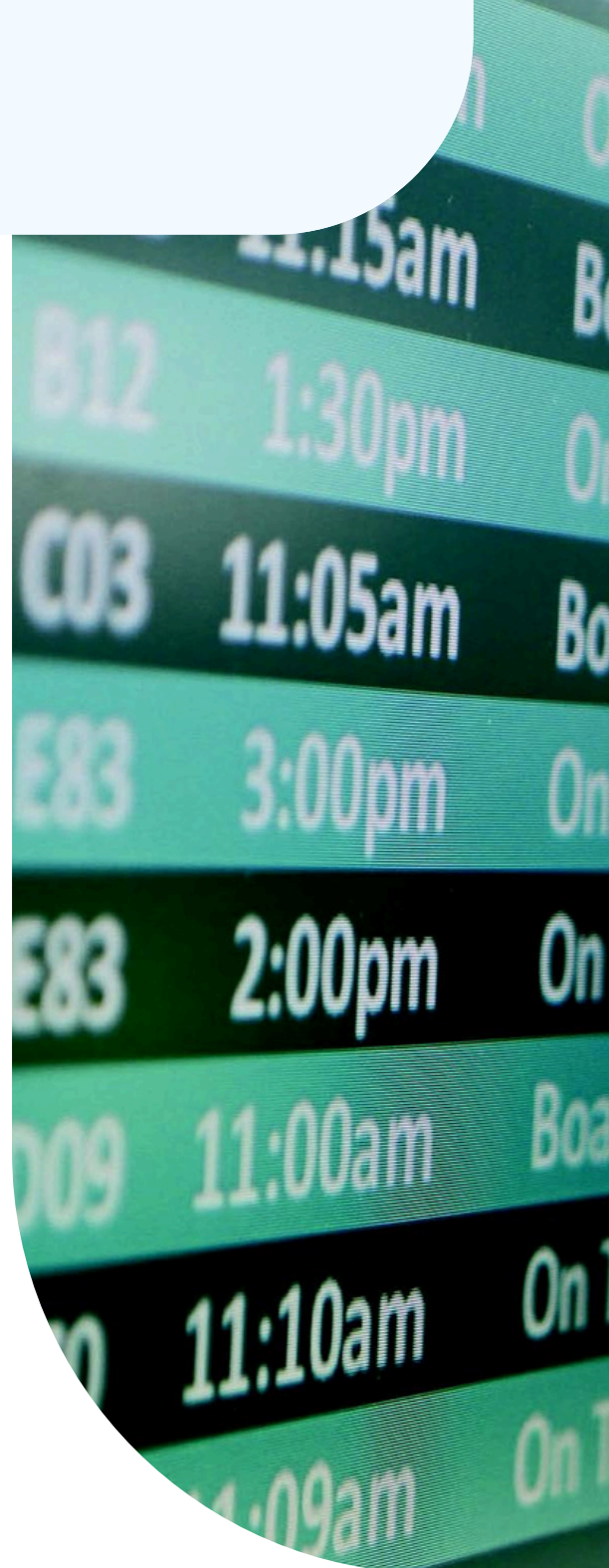
## Aspen/Pitkin County Airport (ASE)

### The Gateway to the Rocky Mountains

Aspen/Pitkin County Airport (ASE), is a county-owned, public-use airport serving as the region's vital link to the world. It is served by **American, Delta, and United**, all operated by SkyWest Airlines in addition to boutique charter operators, accommodating more than **700,000 passengers annually**. ASE ranks among the **busiest mountain airports in the nation**, welcoming both commercial and private travelers with safety, efficiency, and mountain hospitality.

ASE's dedicated team prides itself on a culture built around **safety, collaboration, and operational excellence**. The airport has earned multiple **Balchen/Post Awards** for outstanding winter operations and snow removal—a testament to its professionalism and teamwork.

Looking ahead, ASE is preparing for a transformative and modern future, including the design and construction of a **new passenger terminal, realignment of the single runway**, and other **airfield modernization projects**, and a strong focus on **environmentally responsible infrastructure and stewardship**. These initiatives are guided by a community-driven vision and a commitment to long-term sustainability.



# The Organization

## A Workplace & Community Like No Other

Working at ASE means joining a culture that mirrors the valley itself—**professional, balanced, community-oriented and team-focused**. Employees enjoy flexible work schedules, relaxed dress codes, and an **appreciation for work-life integration**. Whether it's taking a mid-day ski break, a trail run, or a bike ride, the culture supports personal well-being and high performance alike.

Following a comprehensive **Community Visioning Process**, Pitkin County established an **Airport Advisory Board** to ensure that the airport's operations and redevelopment align with **community values**. This close partnership between the airport, county leadership, and residents reinforces ASE's role as a trusted and forward-looking community institution.

With a rare mix of natural beauty, environmental innovation, professional opportunity, and an authentic mountain lifestyle, **the Roaring Fork Valley truly stands out as a region of choice**—a place where people don't just come to visit, but choose to belong.

## ASE Airport Modernization

As of November 4, 2025, the County/Airport are embarking on an approximate \$500+M capital program to mitigate existing FAA mandated airfield modifications, and address an undersized and outdated commercial passenger terminal facility. Additional projects will include a rehabilitated parallel taxiway, new de-ice pad, new westside general aviation complex, new landside facilities, and enhanced microgrid infrastructure, all with the purpose of meeting FAA requirements, passenger needs, and community goals.

In addition, the airport's fixed base operator, Atlantic Aviation, recently signed a new 30-year lease agreement with the County. This record setting agreement includes a complete redevelopment of the general aviation facility to enhance both operational and environmental efficiencies, while providing significantly improved revenue to the airport.

These projects are currently in the design phase, with construction commencing in 2026-2027. Once complete, these projects will provide a complete redesign/reconstruction of the entire airport facility.

More information about the Aspen/Pitkin County Airport can be found at:

[www.aspenairport.com](http://www.aspenairport.com)



# Greater Roaring Fork Valley

## Population Size

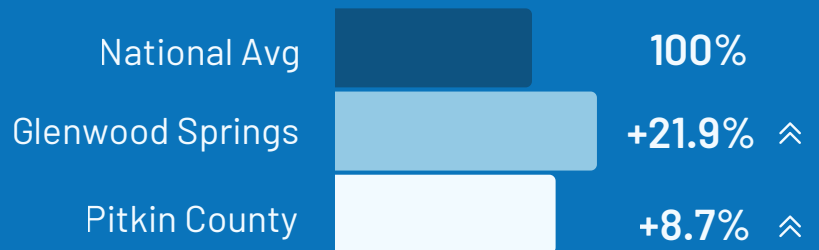


Greater Roaring Fork Valley **43,000**



Pitkin County **16,226**

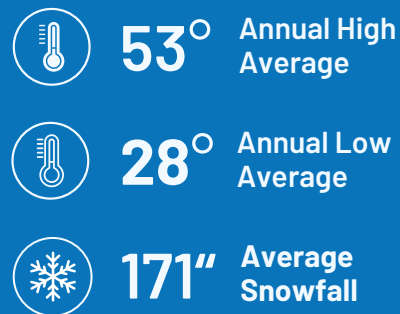
## Cost of Living



## Average Drive Times from ASE Airport

- 11 min** >> Aspen, CO
- 11 min** >> Snowmass Village
- 20 min** >> Basalt, CO
- 22 min** >> El Jebel, CO
- 34 min** >> Carbondale, CO (*ideal place to live*)
- 48 min** >> Glenwood Springs, CO (*ideal place to live*)
- 3.5 hr** >> Denver, CO
- 3.5 hr** >> Colorado Springs

## Averages



Sources: [World Population Review](#), [US Climate Data](#), [Best Places](#)



## Aspen/Pitkin County Airport



### Non-Stop Destinations

(CLT, ATL, DFW, ORD, IAH, DEN, AUS, LAX, & PHX)



**349,781**  
Enplanements



**563**  
Airport Acreage (approx)



**3** Airlines  
(Delta, American, United)  
Operated by SkyWest



**1** Fixed Base Operator  
(Atlantic Aviation)

## The Position

# Deputy Airport Director

Manage, integrate, and advance a globally recognized airport.

Our client, The Aspen/Pitkin County Airport (ASE), seeks accomplished aviation leaders to apply for the position of **Deputy Airport Director**. This is a pivotal executive role responsible for advancing one of the nation's most complex and high-profile mountain airport environments.

Rather than a narrowly defined operational post, this role is designed for a strategic **aviation generalist**. This person should have experience in broad-based airport management, leading people and teams, property and facility management, business and finance, regulatory, stakeholder, and infrastructure disciplines. The Deputy Airport Director serves as a key partner to the Airport Director in shaping organizational direction, aligning cross-functional priorities, supporting capital development programs, and ensuring the airport system evolves to meet future aviation, community, and economic demands.

This position offers a rare opportunity to integrate **strategy, governance, capital development, business management, and organizational leadership** in a setting defined by community engagement, sustainability, and public stewardship.

The Deputy Airport Director provides executive oversight across major airport functions—including **operations, infrastructure and development, finance/business affairs, regulatory compliance, and stakeholder engagement**—while fostering alignment among a multidisciplinary workforce.

**As second-in-command, the Deputy Airport Director plays a vital leadership role, ensuring the airport's safe, secure, and efficient operation in alignment with its mission:**

*“Delivering you to an extraordinary experience in an extraordinary place, focused on a healthy and safe environment.”*

In partnership with the Airport Director, this role ensures the airport's success through strong governance, effective resource management, and a culture of collaboration and accountability. The Deputy Airport Director also serves as Acting Director when required, representing the airport in key decisions and partnerships with federal, state, and local agencies, and assuming full operational authority.

# The Position (cont.)

## Key Areas of Leadership

### Leadership & Airport Management

The Deputy Airport Director operates as an integrator across all airport business lines, ensuring team and operational performance, financial stewardship, infrastructure investment, and stakeholder expectations are aligned.

This role emphasizes:

- Translating strategic priorities into coordinated action across divisions
- Strengthening organizational effectiveness through **metrics, performance management, and accountability**
- Ensuring airport-wide alignment with industry best practices and evolving aviation trends

The successful candidate will demonstrate the ability to **lead beyond silos**, viewing the airport as a unified enterprise with the County, rather than a collection of departments.

### Regulatory & External Affairs Leadership

Serving as a senior representative with the **FAA, TSA, CDOT Aeronautics**, and other governing and industry bodies, the Deputy ensures the airport maintains full regulatory compliance while also strengthening those relationships.

This includes:

- Providing executive oversight of certification, audit readiness, and compliance frameworks
- Representing ASE in regional, state, and national aviation forums

Success requires a leader who can navigate complexity, build credibility, and influence outcomes across diverse stakeholders.

### Organizational Leadership & Culture

As a senior executive, the Deputy Airport Director is responsible for shaping and sustaining a **high-performing, inclusive, and future-ready organization**.

They will:

- Lead, mentor, and develop a diverse team of aviation professionals
- Strengthen succession planning and leadership pipelines
- Promote a culture of collaboration, accountability, and innovation
- Foster cross-departmental alignment within the airport and across County functions

This role requires a leader who is equally effective in **developing people** as well as **managing systems and strategy**.



# The Position (cont.)

## Strategic & Commercial Development

In collaboration with the Airport Director and County leadership, the Deputy Airport Director advances a forward-looking agenda that positions ASE for long-term success.

Key areas include:

- Business and revenue strategy, including tenant relations and commercial partnerships
- Financial planning, budgeting, and capital allocation aligned with departmental priorities
- Digital transformation and data-driven decision-making
- Sustainability leadership and environmental stewardship initiatives

The ideal candidate brings a **balanced perspective** across public-sector governance and business-minded airport management.

## Capital Programs & Infrastructure Strategy

ASE is undertaking a transformational capital program. The Deputy plays a central leadership role in ensuring these investments are **strategically aligned, financially sustainable, and operationally integrated**.

Responsibilities include:

- Support of major capital development initiatives
- Coordination between technical teams, consultants, contractors, and stakeholders to achieve program success
- Ensuring project resilience and passenger experience

This role favors a leader who can connect infrastructure investments with organizational strategy and community expectations.

## Community & Stakeholder Engagement

ASE operates within a highly engaged and values-driven community. The Deputy serves as a **visible and trusted ambassador**, balancing aviation priorities with community expectations.

They will:

- Build strong relationships with tenants, airlines, business partners, and community leaders
- Support transparent communication and stakeholder engagement processes
- Align airport initiatives with regional economic, environmental, and civic priorities

The ideal candidate will excel at **building trust, navigating competing interests, and advancing shared outcomes**.



# The Position (cont.)

## Professional Characteristics

To excel as the Deputy Airport Director, the ideal candidate will bring a balance of ethical leadership, strategic vision, and people-centered management. The successful leader will embody the following qualities:

- **Team-Focused Approach:** Views the airport employees as a connected group of team members that are led with empathy, support, and grace
- **Casual Culture:** Understands and is comfortable with the organization and the regional culture that is less corporate and more familiarly casual
- **Strategic Agility:** Anticipates shifts and positions the organization proactively
- **Business Acumen:** Balances public-sector values with financial and commercial discipline
- **Collaborative Leadership:** Builds coalitions, fosters teamwork (in and outside of organization), and drives results through influence
- **Executive Presence:** Communicates with clarity and credibility in high-visibility settings
- **Emotional Intelligence:** Inspires trust, develops talent, and cultivates an inclusive culture
- **Change Leadership:** Guides the organization through transformation with resilience and clarity
- **Stakeholder Engagement:** Navigates complex relationships with diplomacy and effectiveness
- **Innovation Mindset:** Embraces new ideas, technologies, and approaches to improve performance



# Why Join Aspen/Pitkin County Airport

Aspen/Pitkin County Airport is more than a transportation hub—it's a vital link between one of the world's premier destinations and the people who live, work, and play in the Roaring Fork Valley.

## As Deputy Airport Director, you'll have the opportunity to:

- Lead and innovate within a complex, high-visibility airport environment.
- Contribute to the airport's evolution through sustainability, safety, and service excellence.
- Join a forward-thinking leadership team deeply committed to community values and professional growth.
- Enjoy an exceptional quality of life in Aspen, where world-class recreation, education, culture, and environmental consciousness define daily living.

This is an opportunity to make a lasting impact—on the airport, on the region, and on the future of aviation in one of the most stunning settings in the country.

## First-Year Goals

- ✓ Establish and build strong relationships with internal and external stakeholders.
- ✓ Assess existing operational processes and business practices, and develop strategic improvements and efficiencies, including the migration to a reconfigured airfield, terminal, landside, and FBO facilities.
- ✓ Maintain and enhance the existing culture of empowerment, inclusivity, cohesiveness, teamwork, and collaboration amongst various internal and County divisions/departments.
- ✓ Establish methods and procedures to ensure continuity of operations during major capital construction projects.
- ✓ Assist the Director and consulting teams with the design and construction associated with major capital development projects; including but not limited to safety management, regulatory compliance, and communication.

## Long-Term Goals

- ✓ Establish enhanced business practices for the management of tenants, leases, documents, and communication through the use of technology.
- ✓ Revise existing policies and procedures to ensure reconfigured airfield, terminal, and landside facilities conform to all federal state, and local requirements.
- ✓ Ensure the airport remains nimble and set for long-term sustainability

# Education and Experience



## Required Education & Certifications

- Bachelor's degree in business administration, airport management, public administration, planning, engineering or a related field;
- ICS 100, 200, NIMS 300, 700, 800 preferred or ability to obtain certification within 6 months of hire
- Certified Member (C.M.) or the ability to obtain within 6 months of hire.
- Must complete CPR training within one year of hire.
- Airport Certified Employee (ACE) in Operations and/or Security, or the ability to obtain within two years of hire.



## Required Experience

- Five (5) plus years of progressively responsible experience in airport management and operations, with three or more of these years in a supervisory capacity at a FAR Part 139 commercial service airport OR an equivalent combination of education, training and experience



## Preferred Qualifications

- A master's degree
- Accredited Airport Executive (A.A.E.) designation or International Airport Professional (IAP) designation; or the ability to obtain A.A.E. within two years of hire
- Pilot's license (past or current)
- Experience in managing complex operations and long-term capital projects



## Additional Requirements

- Complete preliminary background and reference checks
- Complete Hogan and EQ Assessment
- Successfully pass Criminal History Records Check
- Maintain valid Colorado Driver License and acceptable Motor Vehicle Record

# Compensation & Benefits

The full salary range for this position is **\$121,799.98 - \$213,149.92**.

The hiring range is **\$121,799.98 - \$190,312.44** and is dependent on the qualifications and experience.

*Hiring Range Description: The hiring range is the starting point of the pay range up to the 4th quartile of the pay range.*

## Pitkin County Government has an outstanding benefits and quality of life package including:

- Medical
- Dental
- Vision
- Pharmacy Program
- Dependent Care FSA
- Transportation FSA
- Limited Purpose FSA
- \$500 per month housing stipend for up to 12 months or \$6,000 lump sum
- Reimbursed moving expenses up to \$10,000 per IRS regulations
- Position may be provided a take-home work vehicle
- 401a Pitkin County Public Employees Retirement Plan with 13% (up to 15%) paid by employer
- 457b Pitkin County Public Employees Deferred Comp with up to 2% match option
- Paid Time Off: 40 hours deposited into bank upon hire; Upon 6th pay period additional hours accrue based on hours worked
- Health Savings Account
- Flex Spending
- Fitness/Wellness Benefit (prorated based on hire date)
- Life Insurance (up to 2x annual salary)
- Accident Insurance
- Accidental Death & Dismemberment Insurance
- Bus Pass & Ski Pass Discount (Ski Pass based on worked through winter season)

[Click here for the County Benefits Guide](#)

# Application Process

## How to Apply

If you are interested in this opportunity, proceed to [ACSFirm.CareerWebsite.com](https://www.acsfirm.com/career) and complete our online application.

As part of the application, attach your cover letter and resume. **If you pass Phase 1: Initial Evaluation**, you will move on to **Phase 2: Supplemental Questions**. Upon passing this level, you may move on to **Phase 3: Preliminary Interviews** with the ACS Team.



**PDF format is required for submission of your application materials.  
All other versions will not be accepted.**

### Estimated Recruitment Schedule

*This is based on successful completion of the phases throughout the process.  
The estimated schedule is subject to change*

Application Period	Supplemental Questions	Potential Interviews with ACS Team	In-Person Interviews Selection
Closes 8/11/2026	Candidates will have 7 days	First half of August	By early September

## Inquiries

The Aspen/Pitkin County Airport and Pitkin County has enlisted the services of ACS Firm to lead and manage this recruitment process including, all communications, inquiries, applications, and evaluations. With this in mind, **please direct all communications and inquiries to ACS.**

The entire process will remain strictly confidential within reason of public sector employment.

### ACS Firm Point of Contact

Eric Mercado (He/Him/Él)

[Eric@ACSFirm.com](mailto:Eric@ACSFirm.com)

424.218.9950

## Application Checklist

- ✓ Have you completed the online application form?
- ✓ Have you attached your cover letter and resume?
- ✓ **Are your documents attached in PDF format?**

# Application Process

## Communications

Communication with the Airport or County, its employees and agents, and/or sister organization(s) by potential applicants or others conducting outreach on an applicant's behalf **is prohibited and will disqualify the applicant from the process.**

**It is best to communicate any and all outreach through ACS Firm.**



## About the Aspen/Pitkin County Airport

The Aspen/Pitkin County Airport is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practice laws. ASE prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin, ethnicity, sex, gender, gender identity, age, disability, or any other characteristic protected by law. The policy applies to all terms, conditions, and privileges of employment.

**EOE / Protected Veterans / Individuals with Disabilities**  
**(Igualdad de Oportunidades en el Empleo / Veteranos Protegidos / Individuos con Discapacidades)**



## Application Deadline

**Application Period Closes:  
Tuesday, August 11, 2026**

Those with strong interest are encouraged to apply immediately.

*Applications will be reviewed upon submission.*