



**TRUCKEE  
TAHOE  
AIRPORT**

The Truckee Tahoe Airport District invites applications for  
**Director of Aviation**

Truckee Tahoe Airport (TRK)  
Truckee, CA

*EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH*



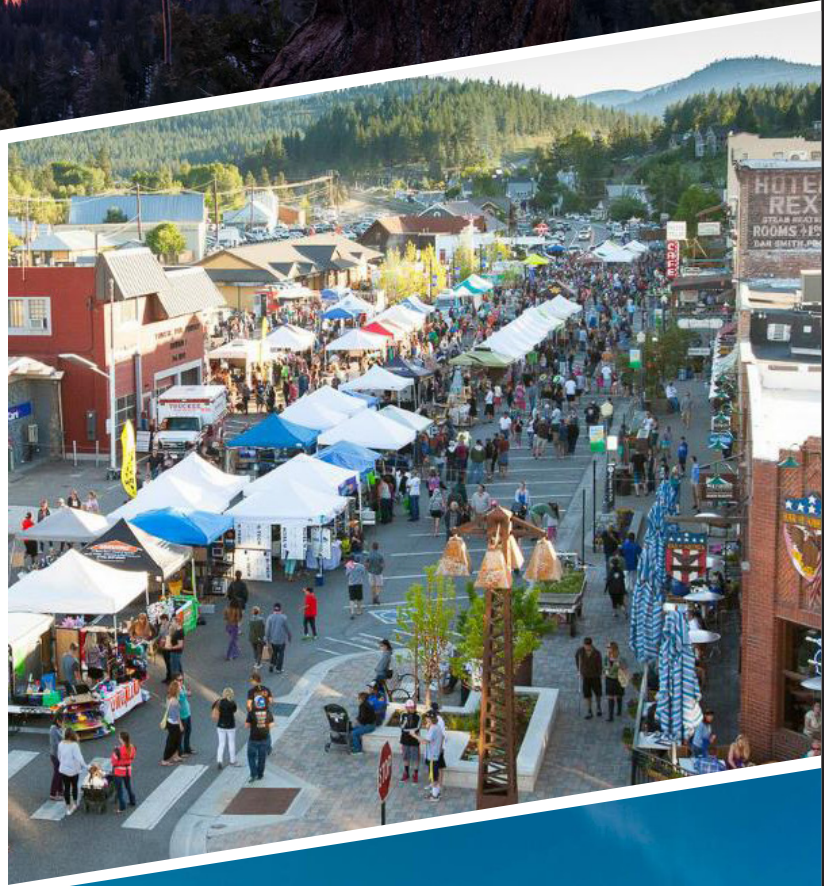


## About Truckee and North Lake Tahoe

World renowned for its pristine environment and outstanding recreation, the Truckee and North Lake Tahoe communities are a wonderful place to live, work and play! The crystal-clear waters of North Lake Tahoe and Truckee's rich history make for a truly one-of-a kind environment that offers something for everyone.

The region provides a small-town atmosphere with a safe respite from big city living. At an altitude of roughly 6000', Truckee/North Lake Tahoe offers clean air and water, and an outstanding quality of life. Superb recreation lies just outside your door with internationally recognized downhill and cross-country ski areas, water sports of all types, golf, hiking, and biking opportunities for every ability. The region receives about 245 days of sun and 200" of snow a year. People of all ages have enjoyed living and raising their families in Truckee's wonderful Tahoe Truckee Unified School District with its five elementary schools, two middle schools, two high schools, and two alternative schools.

Few mountain environments lie in such proximity to the opportunities and services of major metropolitan areas. Truckee/Lake Tahoe region is approximately 180-200 miles northeast of the San Francisco Bay Area, 100 – 120 miles northeast of Sacramento, and 30-45 miles southwest of Reno, NV.







## About the Airport

Truckee Tahoe Airport is an FAA designated public Regional General Aviation Airport. It is situated in Martis Valley approximately two miles southeast of Truckee, California and seven miles north of Lake Tahoe. The airport straddles both Nevada County and Placer County lines and is managed by the Truckee Tahoe Airport District, a bi-county Special District, (1 of 9 Special Airport Districts in California). It attracts aviators, tourists and the general public alike, all looking to enjoy the outdoor Sierra Mountain lifestyle and aviation in general. The incorporated Town of Truckee lies directly to the northwest with the town boundary wrapping around the west and north sides of the airport property. Airport facilities are predominantly in Nevada County, but the southern ends of the runways and about a third of the contiguous airport property lies within Placer County.





## The Airport (*continued*)

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Founded in 1958, the 425 square mile Truckee Tahoe Airport District (TTAD) was formed by vote of the people. The Truckee Tahoe Airport (KTRK), managed by the Truckee Tahoe Airport District (TTAD), is the largest general aviation airport in the Truckee Tahoe region. The District is managed by a general manager and professional staff with oversight from a publicly elected board of five residents of the District. The Airport is funded by local airport commercial enterprises such as fuel sales, aircraft service and fees, building and hangar leases, local property tax and grant funding through both State and Federal governments. In fiscal year 2022, the airport received 45 percent of its revenue from property taxes and generated \$4 million in fuel sales. In 2021, there were 31,323 operations. There is a voluntary curfew between 10pm - 7am each night. The Airport is attended seven (7) days a week, 7:00 AM – 9:00 PM. Snow removal equipment is operated round-the-clock as needed.

The Truckee Tahoe Airport District is constantly striving to be an excellent example of a local agency government. The following is the Mission of the District: The Truckee Tahoe Airport aims to provide safe, high-quality services and facilities, reduce impact on airport neighbors and the environment, and invest in opportunities that increase community safety and provide sustained benefit to the entire Truckee Tahoe region. In addition to providing aviation services, the Truckee Tahoe Airport District supports community programs, initiatives, and organizations, makes its facilities and land available for community use, serves as a base for emergency services, and makes sizable investments in the communities it serves. As part of its “open space” campaign, the District also owns neighboring land consisting of 1,500 acres at Waddle Ranch and 18 acres at Ponderosa Golf Course operated by the local park and recreation district.

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<https://truckeetahoeairport.com/>

<https://truckee.com/>

<https://www.nltra.org/>

<https://www.visitrenotahoe.com/about-rscva/>

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According to the North Lake Tahoe Resort Association, almost 45 percent of current visitors come from the Bay Area, Northern California, and western Nevada; and approximately 8 percent of visitors are international.





## The Position

The Director of Aviation has wide-ranging authority in managing the day-to-day operations of the department and performs highly complex, technical, and responsible work under the supervision of the General Manager. The Director leads a team of both managerial and professional employees, performing a variety of activities including environmental protection, real estate, information technology, public relations and community outreach, business development, land management, safety, security, and efficiency. They are responsible for developing and implementing programs, events and promotional activities, coordinating activities with other departments and outside agencies and providing support to the General Manager.

The Director coordinates the work of their department with that of other departments, external agencies, and organizations. They prepare and present reports and provide assistance to the General Manager and the Board of Directors. The Director is responsible for developing departmental work plans; assigning work, projects, and programs to staff; and reviewing and evaluating work products. They develop the departments budget, including forecasting funding required for staff, equipment, and supplies. The Director monitors and approves expenditures and implements mid-year adjustments. Training, coaching, and evaluating the work of subordinate personnel is also crucial to this position. The Director identifies staff training needs and conduct performance evaluations. They also conduct organizational and operational studies to improve the efficiency and effectiveness of the Department. The Director represents the District to groups and organizations including interactions with tenants, businesses and Airport facilities and property users.







## The Ideal Candidate

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The successful candidate for this position will have graduated from an accredited college or university, with a Bachelor's degree in aviation management, business administration, public administration, public affairs, communications or a related field, or an equivalent combination of experience, education and training that provides 5 years' increasingly responsible experience in airport operations and/or management, including 3 years of administrative, management and supervisory experience, and knowledge of airport facility development and aviation services; organizational and management practices; project management practices; the principles and practices of airport management, community relations, leasing and property management techniques; budget administration; leadership, coaching, team building, conflict resolution, supervision, training, personnel management and performance evaluation; and aviation security practices including general aviation. They must be able to analyze budget and technical reports, evaluate staff reports; interpret laws, regulations, and codes; observe performance and evaluate staff; and understand and interpret a variety of laws and policies. The Director of Aviation must possess or be able to obtain a California driver's license. Possession of certification as an Accredited Airport Executive (A.A.E.) and a private pilot's license is also desirable.

For a full job description, [click here](#).

## Salary and Compensation

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The salary range for this position is \$140,796 - \$183,036. A starting salary above the mid-point is achievable for the exceptional candidate and will be dependent upon experience. TRK offers an attractive benefits package and will assist with relocation costs.

## How To Apply

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To apply online, [click here](#).

**Deadline for applications: August 28, 2022**

Contacts for this search are:

**Rod Dinger, A.A.E.**

[rod@adkexecutivesearch.com](mailto:rod@adkexecutivesearch.com)

**Please note:** After your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at:

[admin@adkexecutivesearch.com](mailto:admin@adkexecutivesearch.com).

The Truckee Tahoe Airport District is an equal opportunity employer.

