



To Apply:  
Email Resume and Cover Letter to  
[natalie@thompsonconsulting.com](mailto:natalie@thompsonconsulting.com)

## Airport Business Operations Coordinator

Located in Hailey, Idaho, the heart of the Wood River Valley, the Friedman Memorial Airport services Sun Valley and the neighboring communities of Hailey, Bellevue, and Ketchum. The Wood River Valley is a treasure in Idaho and draws individuals and families alike who enjoy the outdoors and value natural beauty and a quaint yet active community.

The Airport Business Operations Coordinator supports and facilitates a wide range of business operations and assists with setting and achieving goals across the organization. This position provides general administrative support for the Airport Director and executive leadership, business operations analysis, and marketing and public relations support. In addition, this position is responsible for reviewing processes and implementing appropriate changes to improve efficiency, accuracy, and overall effectiveness of organizational functions.

### Responsibilities:

- Leads projects and assumes responsibility to complete tasks related to business operations and administrative support
- Works with the Airport leadership team to set a positive work atmosphere and culture based on execution of individual roles, responsibilities, and high standards
- Provides project leadership and coordination in collaboration with SUN leadership in a variety of airport projects
- Responds to and serves the public with professionalism at all times
- Serves as a liaison with airport tenants and user groups regarding airport issues
- Utilizes effective communication and interpersonal skills to maintain positive and productive working relationships with other employees, the public, and agencies associated with operation of the airport and works to resolve issues in a courteous and professional manner
- Provides general administrative support to include processing incoming and outgoing mail, answering phones and routing calls, record-keeping, and other basic administrative needs

### Administrative Operations (60%)

- Organizes and assumes front office administrative functions and tasks, including creating systems and processes, coordinating with Airport leadership as necessary
- Maintains and coordinates airport contracts, leases, and permits including communication, customer service, assisting with compliance oversight, etc.
- Manages the maintenance and retention of airport records in compliance with internal and/or appropriate record-keeping procedures



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- Assists with the coordination and compilation of annual financial independent audit
- Assists with FAA Grant support (i.e. spreadsheet maintenance)
- Assist with and maintains knowledge of the FAA Airport Improvement Program (AIP)/Passenger Facility Charge (PFC) grant programs for the airport
- Identifies inefficiencies and areas for operational improvement and works with Airport leadership to develop new processes and fill gaps with the goal of improving overall business operations
- Makes recommendations and develops new policies and Standard Operating Procedures (SOP's) for the Airport; works with outside consultants or service providers as needed
- Prepares and delivers reports to the Director of Finance and Administration and interacts as needed with the Friedman Memorial Airport Authority Board
- Manages, coordinates and assists with various business projects and department managers including conference presentations and communication plans and conducting research for process improvement

#### Airport Security Support (25%)

- Serves as an assistant and back-up to the Airport Security Manager, including developing and maintaining a working knowledge and understanding of the airport's security program
- Cross-trains and assists with airport badging (Trusted Agent), including badging appointments and follow-up
- Assists with regulatory audits, providing project management services and updates policies, procedures, and makes recommendations as needed
- Assists with employee benefits coordination and administration

#### Marketing and Public Relations Support (15%)

- Runs SAAC - Sun Airport Art Committee and acts as liaison between Airport management, committee, and community partners
- Plans, organizes, and executes the SAAC Art Receptions (engages in all event planning activities to ensure successful reception)
- Monitors, maintains, and updates the Friedman Memorial Airport website
- Coordinates and implements marketing campaigns
- Assists with coordinating, develop, and implementing airport communication plans

#### Minimum Qualifications:

- Bachelor's degree in general business, airport administration, or a similar field preferred
- American Association of Airport Executives (AAAE) Certified Member CM and/or AAAE ACE certifications preferred



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- A minimum of five (5) years of experience performing general office administration, business financial and operational analysis, and administrative coordination
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

**Starting Salary:**

\$67,000 - \$72,000 DOE

**Work Hours:** Standard work schedule is Monday through Thursday 8:00 am to 6:00 pm and may include extended hours

Visit <https://iflysun.com/employment-opportunities/>

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