

Airport Manager Interview Questions and Rating – 2021

Candidate: _____

- 1. Requirement:** Bachelor's degree in business, public administration, transportation, or a closely related field or equivalent is required.

Please explain how your college-level education has helped prepare you for this job.

Rating Scale:

0 - No relevant college-level experience

1 - A few courses taken relevant to the job; bachelor's degree attained

2 - Some educational background with relevance to the job; several courses with relevance to the job

3 - Good educational background relevant to the job (may include business administration)

4 - Education mainly focused on airport management, aviation sciences, business administration or both.

5 - Education includes combination of airport management, aviation sciences, and business administration.

Rating: _____ **Proposed Weight:** 5%

Comments:

Airport Manager Interview Questions and Rating – 2021

- 2. Requirement:** A minimum of five years of experience in operations, supervision, administration, and financial management is required.

Describe your work experience in each of the following areas:

- a. Airport operations*
- b. Supervision*
- c. Financial management*

Follow up questions: Which area are you strongest in? Which is your weakest area?

- 0 - No experience
- 1 - Some exposure
- 2 - Some formal training and/or work experience
- 3 – Competent but work needs review
- 4 - Self-sufficient
- 5 - High Expertise

Ratings: a. _____ b. _____ c. _____

Proposed Weights: a = 10%; b = 5%; c = 5%

Comments:

Airport Manager Interview Questions and Rating – 2021

- 3. Requirement:** Experience in any of the following disciplines is beneficial: Airport administration, business development, and capital project management.

What experience do you have in:

- a. *Public relations?*
- b. *Business development?*
- c. *Capital project management?*

Please give us examples.

- 0 - No experience
- 1 - Some exposure
- 2 - Some formal training and/or work experience
- 3 – Competent but work needs review
- 4 - Self-sufficient
- 5 - High Expertise

Rating: a. _____ b. _____ c. _____

Proposed Weights: a = 5%; b = 5%; c = 10%

Comments:

Airport Manager Interview Questions and Rating – 2021

4. FAA

What is your level of knowledge regarding FAA regulations and administrative processes?

- 0 - No experience
- 1 - Some exposure
- 2 - Some formal training and/or work experience
- 3 – Competent but work needs review
- 4 - Self-sufficient
- 5 - High Expertise

Follow up questions: What FAA office have you worked with? Who is your main contact?

Rating: _____ Proposed Weight: 10%

Comments:

5. Other: An FAA pilot's rating is beneficial.

Do you have a FAA pilot's rating?

Yes = 5; No = 0

Rating: _____ Proposed Weight: 5%

Comments:

6. Other: Strong consideration given to those with economic and business development activities in aviation.

Please describe any economic development or business development activities in aviation that you've been involved with.

- 0 - No experience
- 1 - Some exposure
- 2 - Some formal training and/or work experience
- 3 – Competent but work needs review
- 4 - Self-sufficient
- 5 - High Expertise

Rating: _____ Proposed Weight: 5%

Comments:

Airport Manager Interview Questions and Rating – 2021

7. Customer Service/Tenant Relations:

What is your background in customer service? How about tenant relations on an airport?

Follow up question: Describe a time you were met with a big challenge in customer service/tenant relations. Describe the situation, the actions you took, and the results of the actions you took. What would you do differently today?

- 0 - No experience
- 1 - Some exposure
- 2 - Some formal training and/or work experience
- 3 – Competent but work needs review
- 4 - Self-sufficient
- 5 - High Expertise

Rating: _____ Proposed Weight: 10%

Comments:

8. Working with a Board

The Airport Manager reports to the Board of Trustees of the Carson City Airport Authority. Do you have any experience reporting to a Board?

What is your approach to working with a Board? What do you find to be the most difficult thing about working with a Board?

- 0 - No experience
- 1 - Some exposure
- 2 - Some formal training and/or work experience
- 3 – Competent but work needs review
- 4 - Self-sufficient
- 5 - High Expertise

Rating: _____ Proposed Weight: 10%

Comments:

Airport Manager Interview Questions and Rating – 2021

9. Knowledge of CCA

Give us a summary of how you see the Carson City Airport.

Follow up questions: What do you think are our Airport's strengths? What are its weaknesses? Opportunities? Threats? Why would you want to be the Carson City Airport Manager?

0 – Shows little familiarity with the Airport

1 – Limited knowledge

2 – Shows evidence of reviewing the website and/or other public information

3 – Has clearly done some homework; reviewed website and reached out to people in the industry

4 – Knowledgeable about the airport's current situation but lacks strategic understanding

5 – Clearly understands the Airport at the strategic level; did their homework and used the information to develop their own strategic view of the airport

Rating: _____ Proposed Weight: 5%

Comments:

10. Other Questions

[At this point in the interview, panel members can ask any questions they have or revisit any previous topic they would like to know more about. For example, there may be information on a candidate's résumés that you'd like to explore.]

Comments:

11. Do They Ask Good Questions?

What questions do you have for us?

0 – Didn't ask any questions

1 – Asked few questions and seems to have put little thought into the questions

2 – Asked questions that would be considered routine in a job interview

3 – Put some effort into preparing questions or improvised well

4 – Thoughtful questions. Appears to be prepared to ask good questions. Shows curiosity.

5 – Asked questions that got to the heart of the issues the airport faces and/or found topics that clearly should have been covered in the interview and were not. Highly prepared with thoughtful, challenging questions.

Rating: _____ Proposed Weight: 5%

Comments:

	Tim	Phillip Tressell	PT Weighted Score	Corey Jenkins	CJ Weighted Score
Education	10%	3	0.3	5	0.5
Airport Operation	10%	4	0.4	5	0.5
Supervision	5%	4	0.2	5	0.25
Financial Management	5%	4	0.2	5	0.25
Public Relations	5%	3	0.15	3	0.15
Economic & Business Development	10%	3	0.3	4	0.4
Capital Project Management	10%	3	0.3	3	0.3
FAA	10%	4	0.4	4	0.4
Pilot's Rating	5%	5	0.25	5	0.25
Customer Service/Tenant Relations	10%	4	0.4	4	0.4
Working with a Board	10%	4	0.4	1	0.1
Knowledge of CCA	5%	3	0.15	5	0.25
Asked Good Questions	5%	3	0.15	5	0.25
Weighted Scores	100%		3.6		4.0

Stefan Varholik	SV Weighted Score
3	0.3
4	0.4
3	0.15
3	0.15
3	0.15
3	0.3
3	0.3
1	0.1
0	0
4	0.4
3	0.3
3	0.15
2	0.1
	<hr/>
	2.8