

About the Helena Regional Airport

The Helena Regional Airport (HLN) located in Helena, Montana, is a towered, commercial service airport operated by the Helena Regional Airport Authority. The airport is home to a diverse range of aviation activities providing global connectivity through several airline hubs, general and corporate aviation, a full-service fixed base operator (FBO), self-service aircraft fueling station, 23 based military aircraft, flight training, flying club, air ambulance services, air cargo, one of the largest wildland firefighting bases in the Northwest, 3 aircraft repair stations, and a US Customs and Border Protection agency landing-rights clearance facility to accommodate international flights entering the United States.

The Helena Regional Airport is operated as an enterprise fund, using no local community taxes or mil levies to fund the ongoing operation and maintenance of the 1,400-acre airport complex. The airport has a diversified revenue portfolio, including airline-related activities (33%), other aviation (27%), and non-aeronautical businesses (40%). These business activities contribute to the Helena area economy and ensure the airport remains a viable operation despite the high costs of operating a commercial service airport in a small community.

Non-aviation businesses include Costco, a newspaper printing facility, Montana Radio Company Headquarters, tennis center, soccer fields, a world-class driver training and motorsports track and a state-of-the-art, environmentally friendly, fire training center. Aerospace manufacturing facilities located on the airport complex include Boeing and Pioneer Aerostructures. Government facilities include the Federal Aviation Administration, US Forest Service, US Department of Homeland Security, Federal Motor Carriers Safety Administration, the Montana Association of Counties, and many state agencies.

www.helenaairport.com



MISCELLANEOUS INFORMATION:

Airport Administration Staff:

Airport Director – Jeff Wadekamper

Assistant Director – Ross Marty

Maintenance & Operations Supervisor – Jim Crawford

Financial Manager – Connie Lundin

Website: www.helenaairport.com Office Phone: (406)-442-2821

Administration Office Hours - 8:00 am – 5:00 pm - Monday – Thursday

8:00 am – 4:30 pm - Friday

Total Employees – 20 full-time, various part time and seasonal

Rocky Mountain Emergency Services Training Center:

Helena Regional Airport owns and operates the RMESTC.

RMESTC Training/Facilities Coordinator – Kelly Tuck

Airport contracts with fire training instructors (pool of instructors)

Website: www.rmestc.com

Airport Authority:

Jon Moe, Chair

Liz Bangerter, Vice Chair

Dave Simkins, Secretary

Mike Murray, Member

Mike Muscarelli, Member

Tom McGree, Member

Rick Hays, Member

Authority Meetings:

11:30 am - Third Tuesday of each month

Special meetings as scheduled

Benefit Package (Full-time, 40 hours per week):

3 weeks annual vacation

12 sick days per year

PERS retirement system

Group health insurance through Allegiance - Airport pays insurance premiums for basic plan for employee

Salary:

\$22.57/hour – Five-year salary matrix as follows:

Year 1 - \$22.57

Year 2 - \$23.70

Year 3 - \$24.89

Year 4 – \$26.13

Year 5 – \$27.44

Minimum six-month probationary period

The Helena Regional Airport is staffed 365 days/per year, 24 hours/day. Shifts are bid by seniority.

The Helena Regional Airport is an equal opportunity employer.

Application, Interview & Selection Process:

All applications must be completely filled out. Applications and Airport information can be picked up at the Airport Administration office.

Applications must be received in hard copy format (hand delivered or received by mail) at the Airport Administration office no later than 2pm November 28th. Electronic submissions will not be accepted.

Applications will be short-listed by Airport Employment Selection Committee.

Applicants on short-list may be required to attend a short testing process related to certain required skills and abilities, may also be briefly interviewed at time of testing.

A final short-list of applicants to be interviewed will be determined by the Airport Employment Selection Committee; expanded individual interviews will be conducted.

Applicant selected for the position will be required to undergo full background check, including fingerprinting, in order to meet TSA security requirements prior to actual employment.

Planned Time-line for Position Hiring:

Closes: 2:00 p.m. on November 28

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If Mailing, Send To:
Helena Regional Airport Authority
2850 Mercer Loop
Helena, MT. 59602