

MARK L. HARRIS
County Executive

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Winnebago County
Office of the County Executive

TO: Members of the Winnebago County Board
FROM: Mark L. Harris
DATE: March 20, 2018
SUBJECT: Appointment as the **AIRPORT DIRECTOR**

Subject to your approval, I am hereby making the following appointment as **AIRPORT DIRECTOR**.

JIM SCHELL

I believe you will find Mr. Schell to be well qualified to head our Airport. I have attached a copy of Mr. Schell's resume for your reference.

Thank you in advance for your favorable consideration of this appointment.

A handwritten signature in black ink that reads "Mark L. Harris". The signature is written in a cursive style with a prominent "M" and "H".

Mark L. Harris, County Executive

MLH/jpf
CC: County Clerk

Jim Schell, C.M.

EDUCATION

Bachelor of Science in **Aviation Management**
Minor in **International Business**, May 2009
St. Cloud State University at St. Cloud, MN
Honors Program Graduate, Magna Cum Laude
GPA: 3.56/4.0

PROFESSIONAL EXPERIENCE

Deputy Director of Aviation
Cheyenne Regional Airport, Cheyenne, WY **February 2012-Present**

- Compliance with 14 CFR 139 including operations personnel training & maintaining the Airport Certification Manual (ACM)
- Responsible for annual FAA certification inspection
- Oversight of 6 full time employees including Operations & Maintenance Director
- Fiscal planning & budgeting of \$5 million operating budget
- Capital Improvement Planning with Federal & State agencies
- Construction project manager – new terminal, taxiway reconstruction
- Business development – alternative revenue source generation
- Lease & property administration of over 100 leases, including contract negotiation
- Develop, maintain and exercise the Airport Emergency Plan (AEP)
- Irregular Operations (IROPS) coordination & planning
- Marketing & Public Relations (PIO)

Acting Director of Aviation
Cheyenne Regional Airport, Cheyenne, WY **August 2014-February 2015**

- Directly responsible for operation of the Airport and the Airport owned FBO, Legend AeroServe, including supervision of 18 employees
- Oversight of the annual operating budget in excess of \$5 million
- Air Service Development

Operations Specialist
Cheyenne Regional Airport, Cheyenne, WY **July 2010-January 2012**

- Airside & landside snow removal operations including operation of heavy equipment
- Runway condition reporting & NOTAM issuance
- Equipment maintenance including welding and fabricating
- Various duties performed under 14 CFR 139

AWARDS & CERTIFICATIONS

- 2016 Airport Business Magazine Top 40 Under 40
- Certified Member, AAAE
- Airport Security Coordinator (ASC)
- IS-100, 200, 700 trained