

Nikolai Bradley

Airport Project Manager

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STRENGTHS

- 📋 **Quiet project control**
Built clear schedules and cost records behind busy airport work, giving leaders confidence in decisions.
- 🔍 **Field judgment**
During inspections, surfaced small constructability concerns early. Teams avoided larger disruptions later.
- 👥 **Calm coordination**
Kept Operations, Maintenance, contractors, and designers aligned when active work affected airport access.
- ♥️ **Clear procurement**
Organized RFP and RFQ records carefully. Review teams found decisions easier to follow.
- 💬 **Community response**
Turned noise data into plain summaries, helping public conversations stay factual and respectful.

SKILLS

Capital Projects	FAA Requirements
FAA Grants	DOT Programs
Public Procurement	
Construction Administration	
Contract Negotiation	
Capital Budgeting	
Airport Building Codes	
ADA Requirements	AutoCAD
Bluebeam	Microsoft Project
Inspections	Airfield Infrastructure

SUMMARY

Airport capital project manager with eight years delivering aviation infrastructure through planning, design, procurement, construction, inspection, and closeout. Work covers airfield pavement, runways, facilities, roadways, landside improvements, **consultant contracts**, public procurement, capital budgeting, grant documentation, and operational coordination. Develops schedules, estimates, funding controls, technical reports, specifications, and approval materials using Microsoft Project, Excel, AutoCAD, Bluebeam, and PDF workflows. Leads design reviews, **pre bid** and **pre construction** meetings, procurement evaluations, negotiations, change management, inspections, and contract correspondence. Coordinates Operations, Maintenance, Real Estate, engineers, designers, vendors, contractors, public agencies, and community stakeholders. PMP certified with working knowledge of FAA requirements, grant programs, DOT programs, ADA considerations, **airport building codes**, safety practices, and regulatory reporting. Brings practical judgment and clear communication to complex capital programs.

EXPERIENCE

Senior Airport Project Manager

Lone Star Regional Aviation 📅 January 2023 - Present 📍 Austin, TX

Leads concurrent airfield and landside capital programs from scope definition through closeout, with ownership of controls, procurement, construction coordination, compliance, and executive reporting.

- Built **Microsoft Project controls** for runway work, improving schedule visibility across active capital programs.
- Prepared Excel estimates for roadway improvements, supporting funding reviews and annual **capital budget** projections.
- Led pre bid meetings with designers and contractors, recording decisions, constraints, and accountable actions.
- Administered **RFP** and RFQ packages, evaluations, negotiations, RFIs, changes, and contract correspondence.
- Coordinated phased **construction** with Operations and Maintenance, preserving safe movement area access during field work.
- Prepared FAA grant records and **inspection** reports using Bluebeam, PDF tools, and controlled files.

Aviation Project Manager

Hill Country Infrastructure Group 📅 March 2020 - December 2022 📍 San Marcos, TX

Delivered aviation **planning** and **construction** assignments for public sector airport clients, balancing technical scope, budget, schedule, procurement, regulatory needs, and community communication.

- Prepared pavement rehabilitation estimates and **schedules**, informing airport capital planning and approval decisions.
- Reviewed **AutoCAD** drawings and specifications, identifying constructability issues before contractor mobilization began.
- Developed **negotiation** positions for consultant amendments, using quantities, pricing, schedule effects, and contract terms.
- Coordinated engineers, architects, vendors, contractors, and agencies through design reviews and issue resolution.
- Organized operational data for airport noise reports, helping address community questions with clear summaries.
- Reviewed contractor submittals and field conditions, routing compliance concerns for timely technical resolution.

Capital Projects Coordinator

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Senior Airport Project Manager at Lone Star Regional Aviation (3.7 Years)
- Aviation Project Manager at Hill Country Infrastructure Group (2.8 Years)
- Capital Projects Coordinator at Central Texas Public Works (1.7 Years)

Central Texas Public Works 📅 June 2018 - February 2020 📍 Temple, TX

- Supported municipal roadway and facility programs through procurement, records, field observation, budget tracking, safety coordination, and technical issue escalation.
- Tracked schedules, **budgets**, invoices, funding status, and open actions for facility improvements.
 - Prepared bid documents and **procurement** correspondence, preserving evaluation records for public review.
 - Performed site observations, documenting **construction** progress and routing technical concerns to project managers.
 - Used **Bluebeam** and PDF tools for markups, reports, meeting records, and project controls.
 - Applied **ADA** requirements and blueprint interpretation during facility **planning** and construction coordination.
 - Maintained contract records under municipal purchasing, safety, and records management requirements.

PROJECTS

Regional Airfield Pavement Program 📅 2024

Coordinated pavement planning, cost estimating, procurement documentation, construction sequencing, inspections, and closeout records for active aviation infrastructure.

Airport Noise Reporting Program 📅 2022

Organized operational data and technical findings into clear reports supporting voluntary noise responses and constructive community communication.

LEADERSHIP & AWARDS

- Project Management Professional certification recognized disciplined delivery across aviation capital programs.
- Airport capital program leadership supported clear decisions across operations, contractors, consultants, and public agencies.
- Public infrastructure coordination earned trust through dependable records, concise reporting, and steady issue follow through.

EDUCATION

Bachelor of Science in Construction Management

Texas State University 🎓 GPA: 3.5 📅 2018 📍 San Marcos, TX

Coursework: *Construction administration, project controls, estimating, contracts*

CERTIFICATIONS

- Project Management Professional 📅 2022
- Airport Movement Area Certification 📅 2026
- Valid Driver's License 📅 2026

TECHNICAL SKILLS

- **Project Controls:** Microsoft Project, Excel, schedules
- **Design Software:** AutoCAD, Bluebeam, PDF editing
- **Procurement:** RFP, RFQ, bid evaluation
- **Contract Administration:** RFIs, change orders, correspondence
- **Airport Infrastructure:** Runways, airfield pavement, roadways
- **Regulatory Programs:** FAA requirements, DOT programs, grant requirements
- **Construction Management:** Inspections, submittals, closeout
- **Planning And Budgeting:** Cost estimates, capital budgets, funding sources
- **Compliance Standards:** ADA requirements, airport building codes, safety practices
- **Meeting Coordination:** Pre bid meetings, pre construction meetings, design reviews
- **Reporting Tools:** Technical reports, specifications, inspection records
- **Stakeholder Systems:** Operations, Maintenance, Real Estate

PROFESSIONAL AFFILIATIONS

- Airport operations and maintenance partners, coordinated through shared safety priorities and practical field communication.
- Engineering, design, construction, and public agency stakeholders, connected through accountable project coordination.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST