

The Saugeen Municipal Airport invites qualified applicants to provide airport business and operation services.

The day-to-day operations of the airfield must be carried out to the satisfaction of the SMA Commission in accordance with Transport Canada and the Canadian Aviation Regulations (CARs). The business operations and facilities of the Saugeen Municipal Airport are important regional assets with significant growth opportunities.

Candidates must demonstrate superior knowledge of the business and operations of an airfield.

### **Responsibilities**

The airport operations shall be responsible for maintenance and business management of airport assets in order to ensure the on-going sustainability and safe operation of the airport.

The SMA Commission is seeking proposals from individuals, corporations or groups, with the experience, desire and capacity to fulfill the following duties:

### **Business Operations:**

- Manage all airport property including facilities ie. air terminal building, municipal owned hangars, maintenance shed, etc.
- Manage rental of airport amenities including meeting rooms, office space, aircraft hangars, tie downs, restaurant, etc.
- Preparing an annual budget and asset management schedules
- Manage airport tenant relationships including new hangar development, maintenance and dispute resolution
- Schedule the supply and sale of aviation fuel and oil in accordance with federal regulations
- Familiarity with airport fuel software- Siteminder
- Communicates with and notifies Transport Canada and NavCanada of any changes in the operation of the airport including NOTAM notifications
- Ensures aircraft operating areas and other facilities are inspected in accordance with the level of service set out by the Commission. Additional inspections will be made in poor weather conditions during the winter months. Any hazards or deficiencies identified during these inspections will be either rectified or reported to the London Flight Service Station for an issue of a NOTAM. Manager is responsible for all airport advisories which may be required by the airport.
- Keep records of aircraft movements and activity.
- Provide excellent customer service for fuel sales during attended hours, deposit all fuel receipts into the SMA bank account, supply all information regarding fuel sales and inventory to the Commission in a monthly report, maintain records of all fuel sales and inventory and conduct the required fuel inspections in accordance and, as required, under the Gasoline Handling Act of Ontario and/or applicable Acts.
- Ensure the runways and other aircraft movement areas are maintained to Transport Canada and the Ministry of Transport Ontario Standards.

- Business development of airport assets.
- Answer all phone and radio communications, using call forwarding, if necessary.
- Supervise and control all access of persons or vehicles to airport runway areas.
- Submit monthly activity, of events, planes, maintenance, fuel reports to the SMA Commission.
- Maintain on-going library of airport records
- Enforce and meet all requirements of the Canadian Aviation Regulations and all other statutes that may apply.
- Liaise with contractors, Commission, pilots and general public in a professional manner at all times.

### **Facilities Management:**

- Prepare asset management maintenance schedules.
  - o Maintain radio, lighting systems, taxiways and operational runways.
  - o Maintain aircraft operating areas and other facilities in accordance with the level of service set out by the Commission. Identify any hazards or deficiencies and notify appropriate individuals / organizations to ensure they will be either rectified or reported to the London Flight Service Station for an issue of a NOTAM
  - o Maintain the runways and other aircraft movement areas to Transport Canada and the Ministry of Transport Ontario Standards, including replacement of burnt-out runway light bulbs, keeping the wind indicators and beacon light in good repair, sign maintenance and runway markers. A well-documented supply of replacement bulbs and other supplies of this nature should be kept on the premises.
  - o Maintain grounds and equipment – including runways/taxiways, snow removal and grass cutting.

### **Skills and Knowledge**

- Considerable knowledge of all aspects of aviation
- Knowledge of Federal and Provincial policies and funding programs
- Knowledge of dispensing fuels, great customer service
- Radio Operators License (aircraft)
- Computer and bookkeeping skills
- Knowledge of hard service facilities on airport, water, electrical, septic, etc
- Knowledge of emergency procedures; duties regarding accidents and incidents
- Knowledge of the CARs and Transport Canada Regulations

### **Physical**

- Manual snow shoveling and other heavy lifting, as required

### **Decision Making and Judgment**

- Ensure all policies and levels of service and standards are implemented

- Ensure the airport operates efficiently and pursuant to safety standards and requirements of Transport Canada and Labour Canada
- Day-to-day handling of users' problems and concerns, and of the municipal partners
- Greeting and handling public concerns related to airport matters, updating Commission
- Day-to-day planning and scheduling
- Forecasting and recommendations to the Commission for the long term viability of the airport
- Assist with the tendering process of agricultural lands

**Interpersonal Skills-** Interact effectively with:

- Co-workers and airport tenants
- Provincial and federal agencies regarding airport issues
- General public- to provide information, respond to complaints and inquiries, promotion
- Politicians- to respond to and act on expressed concerns of the Commission

**Working Conditions**

- Ability to work indoors in a clean office environment
- Ability to work outdoors with exposure to certain physical hazards and inclement weather

Please include 3 work references name, phone, email, as well, please advise how you would propose handling the following

- Ensure snow removal from all areas that require it, property landscaping and maintenance of grass areas
- Ensures the terminal building is cleaned and maintained
- Maintain or replace airport owned equipment and repair any deficiencies
- Ability to operate and repair equipment and tools, as necessary
- Class D/Z license
- Ability to operate a variety of small, medium and heavy equipment safely and efficiently

If you are looking for an opportunity in a progressive, innovative and supportive leadership role with an upward organization please submit your resume and cover letter in confidence to Rebecca Hergert, Vice Chair Saugeen Municipal Airport, [rhergert@westgrey.com](mailto:rhergert@westgrey.com), by **4:30 pm Monday, September 16**. Only those selected for an interview will be contacted.