

**PART TIME  
AIRPORT MANAGEMENT SERVICES**

**High River Regional Airport Ltd  
High River, Alberta**

**CLOSING DATE:  
Friday, August 3, 2018 at 4:00 p.m. (MST)**

## INTRODUCTION

1. The High River Regional Airport Ltd. ("HRRRA") is inviting applications from qualified individuals to provide PART TIME Airport Management services for the High River Regional Airport.
2. The following documents are attached:
  - Schedule "A" – Scope of Work
  - Schedule "B" – Proposal Content Requirement
3. All responses should be directed in writing & emailed to:
  - Nes Davison – Director, High River Regional Airport Board**
  - E-mail: [nesdavison@telus.net](mailto:nesdavison@telus.net)**
4. Resume & Cover Letter to be submitted via electronic format to [nesdavison@telus.net](mailto:nesdavison@telus.net) indicating "Part Time Airport Manager" in the subject line.
5. Closing Date for applications is **4:00 p.m. (MST) AUGUST 3, 2018**
6. The successful candidate will enter into a Services Agreement, which defines the terms and conditions, and will be a contractor to the HRRRA. The relationship between the two parties is not to be deemed as an employee or employer relationship.

### Schedule "A" – Scope of Work

The Part Time Airport Manager will provide services to support the day to day operations of the HRRRA, enhance the growth and development of the airport to attract new businesses and leaseholders. This newly-created position will report to the Board of Directors, anticipated 20 hours per week initially. The duties and hours may evolve over time to meet the needs of the HRRRA.

#### **Administrative Functions, but not limited to:**

- Monitor condition of runways, taxiways, beacon, lighting, windsock (arrange & coordinate maintenance as required);
- Coordinate with the Town & MD with respect to assisted services & maintenance requests;
- Coordination of public events/seminars planned at the HRRRA;
- Monitor, liaison with respect to volunteers & contracted parties regarding:
  - Snow removal (contracted)
  - Weed control (contracted)
  - Grass cutting (volunteer)
  - Airport terminal lease operation (Board)
  - General airport maintenance & upkeep (board/volunteers)
- Respond to inquiries/requests for ramp rental space, monitor & invoice ramp parking;
- Act the contact & liaison person with emergency services in case of HRRRA emergency.

**Business Expansion:**

- Research and provide recommendations to the HRRRA around new business initiatives/incentives;
- Meet with entrepreneurs and new business prospects to discuss requirements of business relocation and provide assistance and information;
- Act as liaison for inquiries regarding hanger space/leasing & business inquiries;
- Assist in developing new business opportunities & revenue streams, including contract negotiation & implementation;
- Track and report on all business and leaseholder inquiries;
- Communication with stakeholders, coordination/participation in stakeholder meetings.

**Other:**

- Establish controls for expenditures, maintain logs/documentation of Board approved items/projects;
- Provide management input to promote fiscal success of the HRRRA where revenue generation will meet or exceed operating costs;
- Management of Board approved capital assets & resources to ensure HRRRA services provided are quality controlled, safe & effective;
- Certify accountability & compliance with Federal Air Regulations, municipal bylaws & policies;
- Attend monthly High River Airport Board of Directors meetings;
- Maintain a relationship management database for all airport contacts;
- Research and recommend available government grants and programs to improve airport attraction and expansion efforts;
- Assist in the development of HRRRA funding proposals;
- Identify/recommend additional or required development & maintenance needs;
- Monitor HRRRA activity with a general awareness/lookout for security issues

**Desired Qualifications:**

- Previous experience in Management of airport activities/operations; or a strong background in aviation relating to TC & NavCan standards;
- Possess solid interpersonal skills with good verbal & written communication ability;
- Demonstrate critical thinking, problem solving & decision making;
- Energetic, self-motivated, conscientious & results oriented;
- Intermediate computer skills, specifically in Excel, Word, Outlook;
- Valid Driver's License.

**Services Agreement:**

1. The expected term of the Services Agreement with the successful candidate will be to December 31<sup>st</sup>, 2019 with potential option to extend to 2021, subject to early termination in accordance with its terms.
2. The Services Agreement provides the terms and conditions that govern the contract services to be provided to the HRRRA.

**Schedule "B" - Content Requirements**

Candidates should include the following information in their application:

**Individual Detail**

1. A brief description of yourself or any other information you consider relevant.

**Relevant Experience**

2. A resume of your experience in providing airport management services and/or aviation experience

**Professional Liability Insurance & Workers Compensation Coverage may be required.**

**The HRRRA Board will require you to submit a Criminal Record and Vulnerable Sector Check, which can be obtained from the local RCMP detachment.**